

**Vermont Enhanced 911 Board**

# **Addressing Standards**

**Version 3**

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<b>Version History – E911 Addressing Standards (Sections 1 – 11 only)</b>	
<b>Version</b>	<b>Notes</b>
Original	Adopted January 1995
Version 2 – August 2012	Approved by the Board on 8/21/12
Version 3 – September 2022	Approved by the Board on 8/30/22

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## **31 010 001. ADDRESSING STANDARDS**

The Vermont 911 System requires dispatchable locatable addressing. This document was developed by the Enhanced 911 Board (Board) to provide municipalities with comprehensive locatable addressing standards that ensure compliance with Vermont's 911 system requirements.

Existing addressing systems will continue to be supported; however, if the municipality chooses to either readdress their town or an individual road, or when new roads are created, or if the existing addressing has caused or has the potential to cause a delay in emergency response, the following standards must be adhered to.

Addressing situations may arise that are not covered in these standards. If this occurs, communities shall contact the Board office for assistance.

### **Section 1. Administering and Maintaining the Municipal Addressing System**

- (a) Municipalities shall follow VT 911 Addressing Standards for: naming new roads; adding new roads; assigning numbers for address additions, removals, and redevelopment; updating the 911 maps; informing its emergency service providers and post office of new addresses; and informing new residents of their official physical address.
- (b) Municipalities shall immediately inform the Board office, in accordance with the *Municipal Government Enhanced 911 Maintenance Responsibilities* information sheet, of any new road names and structure numbers (see Appendix A).
  - When a request is made for an address assignment, the resident's location shall be obtained, along with any identifying structures or landmarks that help to locate the structure or property requiring the address.
  - Requests should be handled within five business days, whenever possible. It is important to submit the address to the Board so the address can be posted during the construction phase for safety and deliveries. Many utilities will not move forward without a physical 911 address.
  - Addresses must be assigned by going to the location and taking linear measurements to the driveway with a third wheel, measuring tape, or Global Positioning System (GPS) device. Addresses must NOT be assigned by pacing the distance or using a vehicle odometer for the linear measurement.
- (c) Upon final approval of road names and numbers, the municipality shall send written notification – within 5 business days – to all affected property owners, the Board office, the United States Postal Service (USPS), and emergency service providers (see Appendix B).
  - Municipalities shall advise property owners of their responsibility to notify their residents of new addresses.
  - Municipalities shall coordinate with the USPS, as needed, to send written notification of address changes to all property owners of the addresses involved.
  - Municipalities shall inform the property owners/resident to update their telephone service providers with the new address change; this would include Voice over Internet Protocol (VoIP) and wireless services using Wi-Fi calling.

- (d) When a new address has been assigned and notifications have been completed, municipalities need to update their maps. Updates shall be sent immediately to the Board office in accordance with the *Municipal Government Enhanced 911 Maintenance Responsibilities* information sheet.
- (e) Municipal records shall be updated with new address information in accordance with [30 V.S.A Chapter 87 § 7056. Municipal cooperation; enhanced ANI/ALI capability](#).
- (f) It is recommended that municipalities develop ordinances based on the requirements outlined in these standards (see Appendix E).

## Section 2. Road Naming

- (a) Road names (not suffixes and/or directionals) shall be spelled out as per USPS addressing standards (USPS Publication 28).
  - Incorrect – North Pond Mdw Rd
  - Correct – N Pond Meadow Rd
- (b) There shall be no duplicate street names within a municipal boundary. Road naming between municipalities that include the same postal delivery area(s) shall require careful coordination between municipalities in order to prevent mail/parcel delivery confusion, as well as GPS and emergency response delays.
- (c) A named road shall be essentially continuous, without gaps or overlaps.
- (d) There shall be no identical and similar-sounding names – even if the suffix is different (e.g., BEACH ST and BEECH AVE; MAIN ST and MAINE ST; DOVE HILL LN and DOVE LN; FLOWER DR and FLOUR DR; or BEACH ST and PEACH ST).
- (e) Non-traditional road name spellings should be avoided whenever possible.
- (f) Use of directional or suffixes to distinguish separate, non-contiguous streets (e.g., PALM CT, PALM AVE, PALM ST, N PALM CT) are not permissible.
- (g) Special characters must not be used.
- (h) Streets within multi-structure complexes (e.g., business/college campus, multi-unit apartment/housing complex) shall be named and each structure individually addressed with a unique number.
- (i) Streets within mobile home parks or campgrounds shall be named and each lot or locatable structure/site individually addressed with a unique number based on the approved addressing increment.
- (j) Road names should be assigned based on traffic patterns. Road networks are often like stream networks, with main stems of high traffic volume, and tributaries with less traffic. Where a road forks into two roads, the fork with the higher traffic volume should continue with the same name; the other segment of the fork must have a new road name.
- (k) The name of a road or street that has a historical reason for having its name should retain its name provided it meets all other addressing criteria.
- (l) When/where readdressing is necessary, the street that has the largest number of houses on it, and thus would require the most effort to coordinate with residents, shall retain its name. (see *Section 11. Readdressing*)
- (m) When/where readdressing is necessary the name of the street that is used for the longest distance or is most heavily travelled should be kept. (see *Section 11. Readdressing*)

- (n) Road names shall only change where there is a substantial intersection (i.e., 90-degree turn with stop sign, two or more road segments intersecting that angle in any direction, or at town boundaries – see Appendix F).
- (o) The street that has had its name for the longest period of time should retain its name.
- (p) There is no need for street/road names to correspond with official town highway numbers.
- (q) State and U.S. highways shall be assigned their highway names, with the format of the highway type (“US Route” or “VT Route”). Examples of locatable addresses include “447 US Route 2” or “1550 VT Route 100B”.
- (r) If a local name is already in use for a U.S. or Vermont highway (e.g., Main St.), it can maintain the local name as its official name. To avoid confusion, local names shall only be assigned to US and Vermont highways in towns where the highway appears to be, and functions as, a local road. Generally, the official highway name is preferred.
- (s) Every road must have a single, official name for Enhanced 911 purposes. Many Vermont roads are known by alternate road names. If desired, the municipality can note alternate common road names in its official list of road names.
- (t) For roads that have a middle section that is little-used or seasonally impassable there are several options:
  - Assign a single name to the road and number the road sequentially starting at the more traveled end. This option is recommended when the middle section is passable and used for most of the year.
  - Assign different names to each end of the road and choose a point in the middle of the impassable section where the name changes. This option is appropriate only if the middle section is truly impassable. Each road’s numbering would start from its intersecting road (where most or all traffic originates) and end at the middle point.

### **Section 3. Street Suffix Abbreviations**

Every official road name shall have a corresponding standardized suffix that is in accordance with the USPS standards (see Appendix C).

### **Section 4. Driveways and Private Roads**

When assigning a new road name to a private road, every attempt shall be made to encourage property owners accessed along the private road to join the naming process.

#### Standards for Driveways and Private Roads

- (a) A shared driveway of any length having three or more developable lots on it shall be defined as a private road. All structures on the new private road shall be readdressed according to Section 5 & 6. Private roads shall be named as per Section 2.
- (b) A driveway having one or two addresses on it may be defined as either a driveway or as a private road if there is potential for future development.
- (c) Signage of private roads shall be determined by the municipality in accordance with the most recently issued Vermont Agency of Transportation’s *The “Orange Book” A Handbook for Local Officials* (<https://vtrans.vermont.gov/content/orange-book>). Signage must be posted and consistent with other town road signs.

- (d) Private roads shall generally be named distinctly from public roads to avoid any misconceptions or confusion, except where the continuation/extension of a public road name to a private road is logical (see Appendix F).
- (e) It is recommended that private roads only be added when there is a logical need, such as when development is planned or occurring.

## **Section 5. Numbering/Measuring Increments**

The measuring increment is the distance between successive structure numbers. For an increment of .001 miles (5.28 feet), structure number 1000 would be one mile down the road. Because even-numbered structures are on one side of the road, an interval of .001 miles allows structures on the same side of the road to be 10.56 feet apart. The addressing coordinator must use a measuring wheel or GPS device that can give an accurate measurement. A car odometer or pacing the distance is NOT an acceptable measurement method for assigning an address. The Board office is also available to assist with measurements.

From the effective date of these standards forward, the Board requires that municipalities adopt a frontal interval addressing system of 1/1000<sup>th</sup> of a mile (5.28 feet) when addressing or readdressing roads. The addresses must be assigned based on the distance along the road to the driveway access of the structure. This interval is required because:

- The address is easily converted to the distance along a road (e.g., 708 Smith Street is .708 miles from the beginning of the road).
- Only very rarely would a road be long enough (5 miles) to have numbers greater than 4 digits (9999).
- It allows for future development as there are 500 possible even addresses and 500 possible odd addresses per mile that can be assigned.
- The interval is short enough for more urban areas and mobile home parks.
- Many municipalities in Vermont that did not use this addressing interval during the initial addressing endeavor have already had to readdress to accommodate unforeseen development.

Board approved addressing increments other than the 5.28' – including grandfathered addressing schemes – must be maintained. Grandfathered addressing must, at a minimum, meet the basic addressing requirements. This would include even numbers on one side of the road and odds on the other, and addresses must be consecutive on both sides of the road. Addressing must be unique to each structure with no duplication of numbers. ***If the approved addressing system is no longer sustainable, the 5.28' increment must be used (see Appendix F).***

## **Section 6. Assigning Numbers**

- (a) The locatable address shall consist of a number, a street name, and location information (sub-address information), if applicable. A building/common place designation or vanity address cannot be used as a substitution for a street name.
- (b) Official street numbers shall proceed from a logical point of origin and shall be in proper numerical sequence in relation to other lots with frontage on the same street/road.  
For most roads there is a logical start point at which addressing should begin (at zero), generally at the section of the road which connects to a larger traffic artery. Numbering should begin at the

section where emergency responders are most likely to enter the road, so numbers will be ascending as responders search for a location.

When there is no obvious section with greater traffic flow, the start point shall be selected at the end that is closer to the town center, or at the end which is otherwise the logical “zero” point for addressing. Note that whatever method is selected shall be applied consistently within the municipality. For addressing that continues across town boundaries see section 7.

- (c) Odd numbers shall be assigned to structures on one side of the street and even numbers to structures on the other side of the street. Towns shall make sure to choose that one side of the road will always be odd and the other side will always be even (e.g., odds always on left and evens always on right) to avoid any possible confusion addressing/readdressing in the future. Note that whatever method is selected shall be applied consistently within the municipality. The majority of Vermont addressing uses even addresses on the right and odd addressing on the left – this is the preferred addressing scheme.
- (d) Numbers shall be assigned to all structures which are inhabited or frequented by the public which have or may have any type of phone service including wireless (e.g., trail head kiosks, camps, communication towers, accessory barns, homes and businesses, etc.).
- (e) Corner lots shall be assigned a number according to the access point/driveway or based on 2-3 of the following guidelines to define the correct address (see Appendix F):
  - Is there a sidewalk?
  - Is there a walkway from sidewalk to front door?
  - Does the front of the building face the road?
  - Would responders impede traffic by responding to that road, or would they go to the parking lot?
  - Does the topology impede the visibility of the structure?
- (f) The logical grammatical order of address elements shall follow USPS conventions: street number, pre-directional, primary street name, suffix, post-directional, and location, if any (e.g., 100 W MAIN ST SE APT 201).
- (g) Multi-unit structures (apartment buildings, condos, etc.) shall be given one primary number per building (e.g., 111 MAIN ST) and apartments or suites shall be given numbers or letters as location indicators (e.g., 111 MAIN ST APT A, or 111 MAIN ST APT 1). A building with one entrance shall have one address. Condo style buildings sharing walls but having individual distinct entrances shall be individually numbered (see Appendix F).
- (h) Address numbers should not be longer than six digits.
- (i) Fractional addressing (e.g., 101 ½ MAIN ST) is not permissible.
- (j) The same numerical address shall not be assigned to multiple structures (e.g., 100 MAIN ST & 100B MAIN ST). Individual structures must be numbered with a unique numerical address even if they share the same parcel (e.g., 100 MAIN ST & 102 MAIN ST).
- (k) Hyphenated address numbers (e.g., 41-656 BELL ST) are not permissible.
- (l) Zero (0) or leading zeros shall not be used in addresses or location designations. (e.g., 0145 MAIN ST or 0 CENTER ST or 2 OAK LN APT 017).

## **Section 7. Sub-Addressing – Assigning Apartment, Unit and Suite Numbers**

*Note: This section was added in September 2022 and only applies to new developments and re-developments moving forward.*

When assigning apartment, unit or suite numbers, it is important to take into consideration the flow of traffic, including how a responder might respond to that location. Please consult with your local responders.

If there is a hallway separating units on either side, there must be an internal odd/even scheme. If there is a single line of rooms they must be assigned consecutive designations in the direction of travel.

Assignments must be logical and not bounce around.

Below is the breakdown of required Room Number, Apartment, Unit, and Suite use cases:

- Hotel Room Number Style – This would apply to business locations that have more than one floor: 1-99 in basement, 100-199 for the first floor, 200-299 for the second floor, and so on.
- Suites should be used for commercial buildings.
- Units are either Commercial or Residential, but mainly used for mixed-use buildings.
- Apartment shall only be used for residential buildings.
- Room naming could also be included for use in logical locations. For example, a school or hotel lobby, library, kitchen or elevator.
- Alpha numeric unit assignments must not be used (A 100 is not valid, but 100 A is).

A complete list of USPS approved unit designators can be found in *USPS Publication 28, Postal Addressing Standards* – [https://pe.usps.com/text/pub28/28apc\\_003.htm](https://pe.usps.com/text/pub28/28apc_003.htm).

## **Section 8. Standards for Road Naming & Numbering Between Neighboring Towns**

- (a) If names of non-contiguous streets are duplicated between towns, or between town and village, the numbering shall not overlap (e.g., 16-628 HIGH ST, Barton & 1-21 HIGH ST, Orleans). This is especially an issue where mail delivery in one town is performed by a post office in another town. In such a case, every effort shall be made to avoid using the same street names. If this is not possible, every effort must be made to avoid duplicate house numbers.
- (b) When neighboring towns agree to keep the same name of a connecting road running between towns, the measuring and numbering shall be continuous from one town to the next (e.g., 7-1780 Keiser Pond Rd, Peacham & 2072-3837 Keiser Pond Rd, Danville).
- (c) Numbering along US and State Highways shall follow the same rules for other named roads passing between towns. For long highways spanning many towns, it may not be practical to use sequential numbering from end-to-end. However, for a highway spanning just two or three towns the numbering will ideally be sequential for the full length of the highway. Optimal numbering along roads or highways requires coordination with the neighboring towns to prevent any possible overlapping addresses.

## **Section 9. Road Signage**

Naming and mapping roads are among the first steps in an addressing or readdressing process. Placing road signs is one of the final tasks. To assist both emergency service personnel and the general public, signs

must be posted, visible, and maintained in accordance with the most recently issued Vermont Agency of Transportation's *The "Orange Book" A Handbook for Local Officials* (<https://vtrans.vermont.gov/content/orange-book>).

## **Section 10. Displaying Address Numbers**

Emergency responders often have difficulty finding locations that do not have a clearly posted address. This may potentially cause critical delays in response times. Structures in cities are much easier to mark than those in rural areas where the structures are often obscured by trees or are so far off the road as to not be visible. To ensure that all house numbers are visible, it may be necessary to make special provisions for posting numbers in rural areas. Listed below are the Board's standards for displaying address numbers:

- (a) Address numbers must be a minimum of 3 inches high, 2-1/2 inches wide and reflective.
- (b) A number shall be placed on the front of every addressed structure.
- (c) Mailboxes shall be marked with the house number. Where mailboxes are not in front of the house or structure to be marked, a number shall be displayed on the structure, if it is visible from the road.
- (d) If the structure is not visible and no mailbox is beside the driveway leading to the structure, a sign or number post shall be erected to display the number. This sign or number post could display the number either vertically (from the top) or horizontally (from the left).
- (e) Shared driveways shall be marked both at the beginning of the driveway and where the driveway splits to each specific structure.
- (f) In Vermont, it is very important that the address number be placed high enough that it will not be obscured by snow during an average winter.

It is important to note that the municipalities have the legislative authority to require their residents to post their addresses. This is highlighted in 24 V.S.A. § 2291 (16).

## **Section 11. Readdressing**

It is much easier to complete a measured readdressing project if road naming activities are completed BEFORE house numbering begins. During the road renaming and renumbering process for large readdressing projects, the Board recommends that the municipality declare a moratorium on road name changes until the addressing conversion process is complete (see Appendix D).

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STATUTORY AUTHORITY: 30 V.S.A. § 7053

EFFECTIVE DATE: April 17, 1995, Secretary of State Rule Log # 95-28

AMENDED: March 2011 (Renumbered from 30 020 001)

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**Appendix A**  
**Maintenance Responsibilities &  
Municipal Coordinator Checklist**

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## **Municipal Government**

### **Enhanced 911 Maintenance Responsibilities**

*Updated 26 September 2022*

Vermont's 911 System is only as good as the information or data behind it. The Vermont Enhanced 911 Board (Board) depends heavily on each coordinator to be the liaison on all 911 database and mapping needs. Without your ongoing efforts as a Municipal 911 Coordinator, the System cannot work as designed. We need your assistance in maintaining the most accurate locatable information possible. The data you have provided over the last 20-plus years has saved millions of dollars in property damage and more importantly has saved many lives of residents and visitors to Vermont. We cannot do this without you.

### **Municipalities are required by law (30 V.S.A. §7056 (a)) to maintain the following in Accordance with the Board-approved 911 Addressing Standards:**

1. Municipal 911 Coordinator – appointed by the Select Board – to be a liaison to the Board on all database and mapping maintenance issues.
2. Municipal address system - increment, odd/even, direction of numbering, road naming.
3. Municipal 911 Map - submit to the Board map updates for any changes to addresses and/or roads as they occur.
4. Emergency Service Zone (ESZ) database and associated emergency service provider information.

The person appointed by the Select Board to be the Municipal 911 Coordinator should possess basic math and map reading skills and be comfortable talking to people.

## **Maintenance Guidelines**

### **1. Addressing System**

Wherever possible, implement an addressing maintenance system that utilizes an existing process (permits for driveway, curb cuts, construction, subdivision, etc.).

When a request for a new address is made, obtain an approximate location along with identifying structures or landmarks. Many municipalities use a measuring wheel to measure from an existing driveway to the new driveway and use that measurement to calculate the new address.

Requests for an address assignment should be handled the same day, whenever possible.

We recommend that the municipality notify, *in writing*, the Board office, the property owner, the post office and emergency service providers of any new address sites and/or roads.

Keep your maps current. We recommend that communities have one set of paper maps and make changes on an “as occurred” basis in red pen. Some local 911 Coordinators recommend marking the date the change was made, too.

## 2. Municipal 911 Map

Public Safety Answering Points (PSAPs) rely heavily on their map displays to locate emergencies. Therefore, it is imperative that the municipality keep their maps up to date by doing the following:

- Submit to the Board, as they occur, updates to addresses/and or roads using the *GIS (Geographic Information System) Update Form* or *web map editor* (<https://e911.vermont.gov/forms-and-publications>) so that it can be updated on each PSAP's map displays;
- Fill out the *GIS Update form* completely: include a comment and/or site type description, and number of units within building and indicate the map book page and check the box that indicates the type of change;
- Mark on the map book page or web map the approximate structure locations and indicate the address that was assigned by the town to that site and the date the assignment was made;
- Draw on the map book page the approximate location of a new road;
- Send a photocopy of the marked-up map book page along with the *GIS Update Form*.

## 3. Mapping or Geographic Information Systems (GIS) Database

Utilities use this database to ensure that an address provided by a customer requesting service is located within the municipality he/she lives in. Board staff can work with you to incorporate these changes onto the 911 maps, if you have not already followed the procedure outlined above.

Towns should update the mapping database as changes occur. The Board will send each municipality an updated map book for review and verification each year as part of the annual review.

## 4. Emergency Service Zone (ESZ) Database

The ESZ database information must be updated *immediately* when:

- Primary providers of police, fire or emergency medical service (EMS) change;
- Dispatching arrangements for those services change;
- Emergency telephone numbers for police, fire or EMS dispatch services change;
- Geographical jurisdiction of primary police, fire or EMS services changes.

Contact the Board prior to any change made to the ESZ Database to ensure that the change will not impact 911 call handling and delivery of emergency response. Then mark ESZ changes on the municipal 911 atlas and send it along with a completed *ESZ Update Form* (<https://e911.vermont.gov/forms-and-publications>) to the Board.

Forms and instructions are also available by calling the Board's offices at 1-800-342-4911. Call anytime for help filling out the forms.

Once a year, the Board will send each municipality a printout of their ESZ information (listing their emergency service numbers (ESNs) and corresponding Emergency Service Providers) for review and verification.

## E911 Coordinator Responsibilities Checklist

Updated 26 September 2022

For E911 Coordinator training and/or review, please do not hesitate to contact us at:

Enhanced 911 Board  
6 Baldwin Street  
2<sup>nd</sup> Floor  
Montpelier, VT 05633-7960  
(802) 828-4911 or 800-342-4911 (VT only)  
(802) 828-4109 (fax)  
[e911.database@vermont.gov](mailto:e911.database@vermont.gov)

### Site/Building Addition or Change

- Determine distance (a measuring wheel works best) to center of new curb cut/driveway and calculate new site address using the *New Address Calculation* worksheet.
- Enter all changes (including address, site type/description, and unit counts for locations with more than one unit) into the web map change request interface, or complete a *GIS Update* form and send it to the E911 Board along with a copy of the corresponding atlas page with the new site location clearly marked.
- Please notify appropriate parties of the changes made (e.g., property owner(s), Post Office, Emergency Service Agencies, telephone companies, road crew, etc.).

### Road Addition or Change

- Enter all changes into the web map change request interface or complete a GIS Update form, along with a copy of the corresponding atlas page with the new/updated road information clearly marked, and send to the E911 Board.
- Please notify appropriate parties of the changes made (e.g., property owner(s), Post Office, Emergency Service Agencies, telephone companies, road crew, etc.).
- A shared driveway with three or more sites must be changed to a named private road (with confirmation of a name through the selectboard) and re-addressed. Note – existing addresses must be recalculated following the instructions above.

Emergency Service Zone (ESZ) Addition or Change (e.g., primary emergency responders for police, fire or EMS services change; dispatching arrangements for those services change; emergency telephone numbers or geographical jurisdiction of police, fire or EMS services change.)

- Notify the E911 Board in advance of any changes to emergency service providers or emergency phone numbers.
- To create a new ESZ or Change a provider for an existing ESZ, complete a ESZ worksheet and submit it to the E911 Board along with the required documentation described on the form. To change the coverage area of an existing ESZ within town boundaries, complete a GIS update Form along with a copy of the atlas sheet showing the new boundary to the E911 Board.

### Annual (Automatic Line Information) ALI and GIS Review

The ALI Audit and GIS Review are used to resolve discrepancies in your town's E911 data; they are sent to E911 Coordinators yearly.

- ALI Audit – Automated comparison of the addresses in the Telephone Number (TN) Database to the town's GIS data.
- GIS or Map Audit – Review of all existing town road names, addresses on the road, and ESZ assignments to each range.
- ESZ/ESA – Review of each town's ESZs and their corresponding Emergency Service Agencies.

### Review TN Database Periodically for Accuracy

- E911 Coordinators may request a complete Telephone Number (TN) list for their town from the E911 Board for the purpose of review and correction of records in the TN database only. This listing is strictly confidential; a written, signed request acknowledging confidentiality is required to obtain this listing.

### Other

Visit our website (<https://e911.vermont.gov/>) for further information on:

- E911 Viewer & E911 Responder (web map apps that can be downloaded to your computer, tablet, or smartphone)
- Municipal E911 Coordinator Contact Listings
- E911 Coordinator Forms (GIS Update, ESZ Worksheet, etc.)
- Submitting additions/changes electronically through our NEW Web Map Change Request option. Contact our office to request training!

## **Appendix B**

# **Address Notification Letter Samples**

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**Sample Letter – New Address Notification** (should be printed on town letterhead)

Date

Property Owner  
Address  
Town, VT, Zip

RE: Assignment of E911 Locatable Address

Dear Property Owner:

Towns in Vermont are responsible for the assignment of property addresses for emergency purposes.

Your property on (insert street name here) has been assigned the following address:

Address # & Street Name  
Town, VT, Zip

Please note: This address change will take longer to update in other applications and services. For example: UPS, FedEx, Google maps, Amazon, etc.

If you have any questions don't hesitate to contact me at: (insert municipal contact info here)

Sincerely,

Municipal Contact Name  
Title

cc: Enhanced 911 Board  
United States Postal Service  
Emergency Service Providers

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**Sample Letter – Change of Address** (should be printed on town letterhead)

Date

Property Owner  
Address  
Town, VT, Zip

RE: Change in E911 Locatable Address

Dear Property Owner:

Towns in Vermont are responsible for the maintenance of property addresses for emergency purposes.

Due to (insert reason for addressing change here) the 911 address for your property has been changed:

Current Address

Address # & Street Name  
Town, VT, Zip

New Address

Address # & Street Name  
Town, VT, Zip

Please note: This address change will take longer to update in other applications and services. For example: UPS, FedEx, Google maps, Amazon, etc. For more information see *Frequently Asked Questions* on the Vermont Enhanced 911 Board site at: <https://e911.vermont.gov/>.

If you have any questions don't hesitate to contact me at: (insert municipal contact info here)

Sincerely,

Municipal Contact Name  
Title

cc: Enhanced 911 Board  
United States Postal Service  
Emergency Service Providers

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# **Appendix C**

## **USPS Suffix Listing**

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## Publication 28 - Postal Addressing Standards

### Appendix C

#### C1 Street Suffix Abbreviations (formatted for insertion in E911 Addressing Standards document)

The following table lists examples of suffix forms that are primary street suffix names and recommended official Postal Service standard suffix abbreviations.

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
ALLEY	ALY
ANNEX	ANX
ARCADE	ARC
AVENUE	AVE
BAYOU	BYU
BEACH	BCH
BEND	BND
BLUFF	BLF
BLUFFS	BLFS
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BROOKS	BRKS
BURG	BG
BURGS	BGS
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CENTERS	CTRS

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
CIRCLE	CIR
CIRCLES	CIRS
CLIFF	CLF
CLIFFS	CLFS
CLUB	CLB
COMMON	CMN
COMMONS	CMNS
CORNER	COR
CORNERS	CORS
COURSE	CRSE
COURT	CT
COURTS	CTS
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES
CREST	CRST
CROSSING	XING
CROSSROAD	XRD
CROSSROADS	XRDS
CURVE	CURV
DALE	DL
DAM	DM
DIVIDE	DV

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
DRIVE	DR
DRIVES	DRS
ESTATE	EST
ESTATES	ESTS
EXPRESSWAY	EXPY
EXTENSION	EXT
EXTENSIONS	EXTS
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FLAT	FLT
FLATS	FLTS
FORD	FRD
FORDS	FRDS
FOREST	FRST
FORGE	FRG
FORGES	FRGS
FORK	FRK
FORKS	FRKS
FORT	FT
FREEWAY	FWY
GARDEN	GDN

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
GARDENS	<b>GDNS</b>
GATEWAY	<b>GTWY</b>
GLEN	<b>GLN</b>
GLENS	<b>GLNS</b>
GREEN	<b>GRN</b>
GREENS	<b>GRNS</b>
GROVE	<b>GRV</b>
GROVES	<b>GRVS</b>
HARBOR	<b>HBR</b>
HARBORS	<b>HBRs</b>
HAVEN	<b>HVN</b>
HEIGHTS	<b>HTS</b>
HIGHWAY	<b>HWY</b>
HILL	<b>HL</b>
HILLS	<b>HLS</b>
HOLLOW	<b>HOLW</b>
INLET	<b>INLT</b>
ISLAND	<b>IS</b>
ISLANDS	<b>ISS</b>
ISLE	<b>ISLE</b>
JUNCTION	<b>JCT</b>
JUNCTIONS	<b>JCTS</b>
KEY	<b>KY</b>
KEYS	<b>KYS</b>
KNOLL	<b>KNL</b>
KNOLLS	<b>KNLS</b>
LAKE	<b>LK</b>
LAKES	<b>LKS</b>
LAND	<b>LAND</b>
LANDING	<b>LNDG</b>
LANE	<b>LN</b>

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
LIGHT	<b>LGT</b>
LIGHTS	<b>LGTS</b>
LOAF	<b>LF</b>
LOCK	<b>LCK</b>
LOCKS	<b>LCKS</b>
LODGE	<b>LDG</b>
LOOP	<b>LOOP</b>
MALL	<b>MALL</b>
MANOR	<b>MNR</b>
MANORS	<b>MNRS</b>
MEADOW	<b>MDW</b>
MEADOWS	<b>MDWS</b>
MEWS	<b>MEWS</b>
MILL	<b>ML</b>
MILLS	<b>MLS</b>
MISSION	<b>MSN</b>
MOTORWAY	<b>MTWY</b>
MOUNT	<b>MT</b>
MOUNTAIN	<b>MTN</b>
MOUNTAINS	<b>MTNS</b>
NECK	<b>NCK</b>
ORCHARD	<b>ORCH</b>
OVAl	<b>OVAl</b>
OVERPASS	<b>OPAS</b>
PARK	<b>PARK</b>
PARKS	<b>PARK</b>
PARKWAY	<b>PKWY</b>
PARKWAYS	<b>PKWY</b>
PASS	<b>PASS</b>
PASSAGE	<b>PSGE</b>
PATH	<b>PATH</b>

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
PIKE	<b>PIKE</b>
PINE	<b>PNE</b>
PINES	<b>PNES</b>
PLACE	<b>PL</b>
PLAIN	<b>PLN</b>
PLAINS	<b>PLNS</b>
PLAZA	<b>PLZ</b>
POINT	<b>PT</b>
POINTS	<b>PTS</b>
PORT	<b>PRT</b>
PORTS	<b>PRTS</b>
PRAIRIE	<b>PR</b>
RADIAL	<b>RADL</b>
RAMP	<b>RAMP</b>
RANCH	<b>RNCH</b>
RAPID	<b>RPD</b>
RAPIDS	<b>RPDS</b>
REST	<b>RST</b>
RIDGE	<b>RDG</b>
RIDGES	<b>RDGS</b>
RIVER	<b>RIV</b>
ROAD	<b>RD</b>
ROADS	<b>RDS</b>
ROUTE	<b>RTE</b>
ROW	<b>ROW</b>
RUE	<b>RUE</b>
RUN	<b>RUN</b>
SHOAL	<b>SHL</b>
SHOALS	<b>SHLS</b>
SHORE	<b>SHR</b>
SHORES	<b>SHRS</b>

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
SKYWAY	<b>SKWY</b>
SPRING	<b>SPG</b>
SPRINGS	<b>SPGS</b>
SPUR	<b>SPUR</b>
SPURS	<b>SPUR</b>
SQUARE	<b>SQ</b>
SQUARES	<b>SQS</b>
STATION	<b>STA</b>
STRAVENUE	<b>STRA</b>
STREAM	<b>STRM</b>
STREET	<b>ST</b>
STREETS	<b>STS</b>
SUMMIT	<b>SMT</b>
TERRACE	<b>TER</b>

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
THROUGHWAY	<b>TRWY</b>
TRACE	<b>TRCE</b>
TRACK	<b>TRAK</b>
TRAFFICWAY	<b>TRFY</b>
TRAIL	<b>TRL</b>
TRAILER	<b>TRLR</b>
TUNNEL	<b>TUNL</b>
TURNPIKE	<b>TPKE</b>
UNDERPASS	<b>UPAS</b>
UNION	<b>UN</b>
UNIONS	<b>UNS</b>
VALLEY	<b>VLY</b>
VALLEYS	<b>VLYS</b>
VIADUCT	<b>VIA</b>

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
VIEW	<b>VW</b>
VIEWS	<b>VWS</b>
VILLAGE	<b>VLG</b>
VILLAGES	<b>VLGS</b>
VILLE	<b>VL</b>
VISTA	<b>VIS</b>
WALK	<b>WALK</b>
WALKS	<b>WALK</b>
WALL	<b>WALL</b>
WAY	<b>WAY</b>
WAYS	<b>WAYS</b>
WELL	<b>WL</b>
WELLS	<b>WLS</b>

April 2010  
PSN 7610-03-000-3688

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# **Appendix D**

## **Readdressing Checklist**

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## **Municipal Readdressing Process – Tasks and Timeline**

*Updated September 2022*

The timelines noted below are fluid and subject to change.

1. A determination is made that readdressing is needed. This may come from the municipality or the Enhanced 911 Board (Board) office. In accordance with the addressing standards all readdressing needs to follow the 5.28' increment.
2. The Board staff will meet with the municipality to review the scope of readdressing needs. If readdressing requires a road name change, approval would be needed by the select board or designated municipal authority. (up to four weeks)
3. If necessary, the Board staff conducts fieldwork to capture sites and roads that need to be readdressed. Board staff can assist to generate the new addresses based on the 5.28-foot increment. (up to four weeks)
4. The Board staff obtains an initial extract of all the telephone numbers in the ALI database impacted by the new address information. The Board staff will provide a listing of old and new addresses to the municipality for approval. (Please note: The extract will only include those records that are within the Vermont ALI database. Companies like Comcast, Charter, Bandwidth, and other VoIP providers, manage their records separately and the Board does not have access to them.) (up to four weeks)
5. The municipality gives final approval on addressing information, and if there are any changes they must be provided to the Board. (one week)

The town must draft and approve an address notification letter and define an effective date. The letter must be approved by the USPS if the letter is being sent out jointly. (one week)

6. The postmaster reviews address information as a paper printout and compares the addresses to all delivery routes to ensure they are efficient as to delivery of mail. If conflicts arise, they need to be resolved between the town and USPS. If changes to the addresses are required, then they must be sent to the Board so they may be updated on the Enhanced 911 maps. (one week)
7. The postmaster completes and sends the USPS edit sheets to the Address Management System (AMS) in Portland, ME. Addresses will be entered into the National Address File and each address will be assigned a zip-plus-four code. The postmaster that has the most deliveries to a town needs to take the lead on completing the edit sheets with the new address information. Please note: The AMS is used to update addresses with the USPS only and is not used to update addresses in the E911 Database. (8 – 16 weeks)
8. Once that postmaster has confirmed that the addresses are loaded in the AMS, the postmaster shall notify the town selectboard in writing. The town then notifies the Board. (one day)

9. Board staff notifies all the phone companies that currently have records in the ALI Database for the town that upcoming significant changes will be made to the MSAG and ALI records due to address changes. Board staff will also notify VoIP & Wireless carriers that provide service in that area that are not managed in the ALI database. (one day)
10. Board staff identifies the MSAG updates needed to accommodate the new addresses (new road ranges may also need to be added to the MSAG). Board staff will submit all necessary MSAG update requests to the DBMS Provider. (one day)
  - a. Adding new roads – Build the new road in the GIS data and add the theoretical ranges, (all possible addresses based on the increment), to the actual ranges.
  - b. Readdressing an existing road – Update actual ranges in the GIS data with the theoretical ranges for the new addressing increment.
  - c. Road name change – This would require a manual MSAG record to be created to accommodate the new road name and range. In this scenario, Board staff would alert DBMS provider via email, DBMS provider would make the changes in the MSAG AND fix all ALI records immediately, they would then inform the carriers to let them know they need to make the same changes. (Put in the new MSAG record, move the associated ALI records to the new, delete the old MSAG record. Nothing goes into ALI error.)
11. The town mails the address notification letters to all property owners using official town letterhead. The town is responsible for the cost of postage. (three weeks)
12. The town must closely coordinate the timing of the mailing of address notification letters with Board staff so that the GIS data, MSAG and records in the ALI Database are updated as simultaneously as possible.
13. Board staff obtains a second extract of all telephone records in the ALI database impacted by the new address information. The extract will be reviewed to determine if there have been any service order updates since the initial extract to identify any additional database changes needed. Board staff will submit all necessary TN change requests (TNCRs) to the ALI database. The DBMS provider will then refer these changes to the appropriate TSP(s) who shall submit service orders to update each TN record in the 911 Database as requested. (one week)
14. Board staff confirms that all ALI Database record changes have been performed by the phone companies, prior to MSAG ranges being modified. Ranges which had to be adjusted to accommodate both old and new addresses during the updating process will be readjusted to reflect the actual low and high address number. (three days)

***To avoid confusion during emergency response, it is strongly recommended that the town supply all property owners with new address numbers so the old addresses can be immediately removed.***

# **Appendix E**

## **Sample Ordinances**

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# E911 Coordinator Authority and Duties

## Burlington Code of Ordinances

### Chapter 27 - Streets and Sidewalks

#### ARTICLE V. ADDRESS NUMBERING AND STREET NAMING

As amended by the City Council Feb 18, 2020, signed by the Mayor March 3, 2020, and effective April 1, 2020.

##### **27-100 Enhanced 911 Coordinator appointment**

The city council shall have such authority and responsibility relating to the appointment of the Enhanced 911 (E911) Coordinator to serve as the City's liaison to the Vermont 911 System on all database and mapping maintenance issues, maintain the municipal addressing system, and share information regarding new and revised addresses and street names.

##### **27-101 Authority to name and number.**

The E911 Coordinator, subject to the orders and ordinances of the city council and in conformance with state law, the Vermont State E911 standards, and the provisions of this article, shall be authorized to name all newly proposed public and private streets, rename both public and private streets subject to Title III, Article 27 of the City Charter, number and renumber all property parcels, buildings, and units, and direct numbers to be affixed to or inscribed on all dwelling houses and other buildings or parts of buildings fronting on a public or private street, alley, or public place.

##### **27-102 Duty to affix numbers.**

It shall be the duty of every owner or occupant to affix such numbers as directed by the E911 Coordinator to their parcel, building, unit, or dwelling.

##### **27-103 Form, size, material and manner of affixing numbers.**

The E911 Coordinator shall determine the form, size and material of numbers, and the mode, place, succession, and order of inscribing and affixing them on houses or other buildings, or property parcels. | [E911 Address Identification Sign Guidelines](#) |

##### **27-104 Method of numbering.**

Addressing of new streets, and re-addressing of existing streets, shall follow Vermont State E911 standards using a 5.28 ft. increment with odd numbers on the left and even numbers on the right. The numbering of parcels, dwellings, and buildings shall proceed continuously from the place of beginning and each number shall be as nearly opposite its alternate as possible.

##### **a. North and south streets.**

In all streets running in a north and south direction, the numbering shall commence at the end of such street at or nearest Pearl Street or its continuation and proceed in a direction away from Pearl Street or its continuation. The odd numbers shall be on the west side of

all such streets and the even numbers on the east side.

**b. East and west streets.**

In all streets running in an east and west direction, the numbering shall commence at the west end of such streets. The odd numbers shall be on the south side of all such streets and the even numbers on the north side.

**c. Streets crossing Pearl Street.**

The names of streets crossing Pearl Street shall be prefixed by the word "South" on the south side of Pearl Street, and by the word "North" on the north side of Pearl Street.

**d. Dead End Streets.**

The numbering of streets which have the same entrance and exit, and cul-de-sacs, shall ascend from their beginning with odd numbers on the left and even numbers on the right.

**e. New North End Streets.**

The numbering of streets accessed from North Avenue, north of Convent Square, shall ascend from their intersections with North Avenue, or from their intersections with streets that lead to North Avenue. Odd numbers shall be on the left and even numbers on the right.

**f. Re-Address Notification.**

In the case of re-addressing of an existing street, the E911 Coordinator shall notify affected properties in writing of their new addresses 30 days prior to implementation, and provide an opportunity for comment. Such notification may be transferred electronically or by US Mail. In addition, the E911 Coordinator may also hold public informational meeting(s).

**g. Multi-Unit Building Unit Numbering.**

1. Residential units shall be named "Unit" or "Apt".
2. Commercial, office, and other non-residential use units shall be named "Suite".
3. Buildings with all unit entrances located on the first floor may be numbered 1, 2, 3, 4, 5, etc. Buildings with no more than 5 units may be numbered 1, 2, 3, 4, and 5 regardless of unit entrance location. Otherwise hotel-style unit numbering shall be applied (*e.g. units on the first floor in the 100's ascending from 101, units on the second floor numbered in the 200's ascending from 201, and so forth to the top floor*).

4. Units numbered with letters, fractions, and decimals are prohibited.
5. Street address numbering may be applied in lieu of unit numbering to first floor unit entrances at the discretion of the E911 Coordinator.
6. Buildings on corner lots shall use the same street name for all units.

### **27-105 Vanity Address Prohibition**

Any use of building and place names and/or numbers that mimics the City's E-911 street naming and addressing system by using a fictitious, or "vanity", address consisting of a combination of a number, name, and/or place type (e.g. "1 City Square") that has not been assigned by the City and do not otherwise comply with the requirements of this Article are prohibited.

### **27-106 Penalties.**

An owner or occupant of a building or part of a building who shall neglect or refuse for sixty (60) days to affix to the same the number designated by the E911 Coordinator, or who shall affix to the same or retain thereon more than one (1) day a number contrary to the direction of the Enhanced 911 Coordinator shall be fined as provided by [BCO Chapter 1 Section 9](#).

### **27-107 Variance from article permitted.**

The E911 Coordinator may, on written application, grant a variance from the provisions of this article. A variance from the provisions of this article may be granted if all of the following facts are found and specified in a written decision:

- a. That there are unique circumstances or conditions present that the authorization of a variance is necessary to enable the reasonable addressing of property;
- b. No unnecessary hardship has been created by the applicant; and,
- c. That the variance, if authorized, will represent the minimum variance necessary that will afford relief and will represent the least deviation possible from the provisions of this article.

The E911 Coordinator shall give written notice of their decision to all interested parties no later than thirty (30) days after receipt of an application for a variance. In rendering a decision in favor of an applicant, the E911 Coordinator may attach such conditions as are considered necessary and appropriate under the circumstances to implement the purposes of this article.

### **27-108 Appeals.**

- a. Any owner of parcels, dwellings, or buildings, or any other interested person, may appeal an action or failure to act by the E911 Coordinator. A written notice of appeal shall be filed with the office of the city attorney within fourteen (14) calendar days of receiving the actual notice of the order or action complained of, and shall set forth in detail the

grievances of the appellant.

- b. The City Council's License Committee shall meet within forty-five (45) days of the filing of the notice of appeal. All hearings shall be public, and all interested parties shall be given an opportunity to be heard and to present evidence and arguments.
- c. The City Council's License Committee shall give written notice of its decision to all interested parties no later than thirty (30) days after the close of the hearing. The decision of the City Council's License Committee shall be final.

**27-109—27-118 Reserved.**

**TOWN OF CAMBRIDGE  
E911 ORDINANCE**

**SECTION 1. AUTHORITY.** This ordinance is adopted by the Selectboard of the Town of Cambridge (Town) under authority of 24 V.S.A. § 2291(16), 24 V.S.A. § 4421, 24 V.S.A. § 4463, and 24 V.S.A. Chapter 59.

**SECTION 2. PURPOSE.** The purpose of this ordinance is to establish a uniform system for naming roads and numbering buildings throughout the Town to facilitate the location of properties by emergency services, postal and delivery services, and for other appropriate purposes.

**SECTION 3. DEFINITIONS.** For purposes of this ordinance, the following definitions apply:

- A. "Enforcement Officer" means any of the following: E-911 Coordinator, Constable, and any person(s) specifically authorized by the Selectboard to enforce this ordinance.
- B. "E-911 Coordinator" means the person appointed by the Selectboard to administer this Ordinance.

**SECTION 4. NAMING OF ROADS.** All public roads shall be named, and all private roads servicing three or more dwellings shall be named. Proposed names are to be submitted to the E-911 Coordinator, who will consult with the Listers, Highway Department, Fire Department, Rescue Squad, and U.S. Post Office, and present a recommendation to the Selectboard. Roads will be named based on a local context which may reflect historical, political, or geographic factors including flora or fauna. The authority to approve new or changed road names lies with the Selectboard. Road names will not be offensive in the judgment of the Selectboard.

Initial private road signs and posts will be paid for by the Town after which maintenance and new signs and posts will be at the expense of the property owner(s).

**SECTION 5. NUMBERING OF BUILDINGS.** Numbers shall be assigned to all structures which are or may be inhabited or which have or may have any type of phone service. Numbers shall be displayed via an address plate which is properly affixed on or near the front entrance or in some other manner visible from the road. The numbers must be not less than four inches high, and reflective. The color shall be white on green unless otherwise approved by the Selectboard. Rural residences shall have an address plate mounted on top of a steel post five feet high off the ground. On a building, the address plate shall be five feet off the ground. The numbers must be correct, easily legible, and not obscured. If the building is not visible from the road, the address plate shall be placed at the driveway visible from the road. The property owner is responsible for the address plate. Numbers shall be reserved to provide for future growth in property in all areas. The authority to assign numbers lies with the E-911 Coordinator.

Initial address plates will be paid for by the Town after which maintenance and new plates will be at the expense of the property owner(s).

**SECTION 6. PENALTIES.** An Enforcement Officer is authorized to recover civil penalties for violations of this ordinance as follows:

Failure to maintain required signage

1st Offense:	Written warning	
2nd Offense:	\$50 fine	\$25 waiver fee
3rd & Subsequent Offense:	\$75 fine	\$50 waiver fee

**SECTION 7. ENFORCEMENT.** The violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, any Enforcement Officer shall have authority to issue tickets and may be the appearing officer at any hearing.

**SECTION 8. OTHER LAWS.** This ordinance is in addition to all other ordinances of the Town and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 9. SEVERABILITY.** If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

**SECTION 10. EFFECTIVE DATE.** This ordinance shall become effective 60 days after its adoption by the Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

**SECTION 11. RECISSION.** When effective, this ordinance will rescind and supersede "An Ordinance for the Numbering of Buildings and the Naming of Streets" dated June 9, 1997 and the "Town of Cambridge Road Name Policy" dated October 26, 1998.

Date of adoption: 9/6/2022

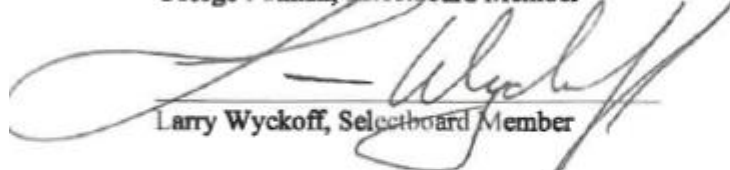
By the Selectboard members of the Town of Cambridge, Vermont:

  
Cody Marsh, Selectboard Chair

  
Jeff Coslett, Selectboard Vice-Chair

  
Courtney Lutz, Selectboard Member

  
George Putnam, Selectboard Member

  
Larry Wyckoff, Selectboard Member

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## **ARTICLE 0807-11: STREET NAMING AND STREET NUMBERING**

### **Section I: Purpose**

In accordance with: 24 VSA §2291 (16) *"To name and rename streets and to number and renumber lots pursuant to §4463 of this title, and to require the owner of a house or other building to which a number has been assigned to affix the number, including the assigned 911 address, to the structure, sign or number post so that it is clearly visible from the road."* The Selectboard of the Town of Morristown hereby establishes the following ordinance, in order to develop a more uniform street naming, and addressing system throughout the Town of Morristown and also to enable providing effective emergency services and deliveries.

### **Section II: Street Naming and Private Road Names**

Each street or road shall be assigned a name by the Selectboard that is separate and distinct from any previously assigned name in the Town of Morristown. A shared driveway of any length having three or more lots on it shall be defined as a private road. Private roads shall be named. A driveway having one or two lots shall be defined as a driveway and shall not be required to be named.

New streets, proposed via the Town's subdivision process shall be named by Selectboard prior to any zoning approval. Per §820.5 of the Town's Zoning Bylaws, the Selectboard shall indicate if the proposed street, if constructed as proposed, will be accepted as a public road because it will serve a public purpose.

### **Section III: General Numbering System Guidelines (E911 Standards)**

All E911 addresses must be assigned by the Town of Morristown. Streets in the Town of Morristown shall be measured in segments of 1/1000ths of a mile. Low numbers shall start nearest to Town Municipal building and increase as they head out of Town. Odd numbers shall be assigned to the left side of the street and even numbers to the right.

### **Section IV: Posting of Designated Street Addresses**

A) The owner, occupant, or person in charge of any house or building to which a number has been assigned will be notified from the Town of Morristown of the number and street name assigned to residence.

B) Within 60 days after the receipt of such notice, the owner, or occupant in charge of a house or a building to which a number has been assigned, shall affix a number on or near the front door on the side of the house facing the road or driveway. To assist in mail delivery, all roadside mailboxes should be marked with the appropriate number. If there is no mailbox, or the house is not visible from the road, a sign or a number post shall be installed at the driveway entrance on the main road, located at least 30 feet from the center of the road.

C) Numerals indicating the official numbers for each principal building, or each front entrance to each building (or if not visible from the road on a sign or post at driveway entrance), shall be posted in a manner as to be legible and distinguishable from the street on which the property is located, the letters painted or applied, contrasting in colors to the background, and not less than 3" inches in height.

D) Numbering of apartment buildings. Apartments with multi-levels should be numbered as follows: Ground level should be called 100, each apartment after the first one (100) will be numbered 101,102,103, etc. The next floor above would be called 200, and will be numbered in the same manner as floor 100. This numbering pattern will repeat for additional floors. Any walk out apartments below grade shall be number 1, 2, and 3 as follows.

#### Section V: New Structures

Prior to the issuance of a subdivision permit, a developer shall furnish a plan with Street naming and Street numbering system for the proposed new lots in accordance with this ordinance to the Selectboard.

#### Section VI: Penalties

In the event of the owner, occupant, or person in charge of the house or building refuses to comply with the terms of this ordinance by failing to a fix a number assigned within 60 days after notification, or both failing, within said period of 60 days to remove old numbers affixed to such a house, or house and entrance, or otherwise, they shall be punished by paying a fine of no less than \$10 per day that the situation is not rectified.

#### Section VII: Street Signs

The Selectboard, upon adoption of this ordinance, shall institute a program for the installation and maintenance of street signs in accordance with the names established by this ordinance, excepting Private Road names.

All signs shall conform to the manual on uniform traffic control devised for streets and highways. All signs shall be installed and maintained to the highest degree possible allowed by budget consideration. Private Road/Street signs shall be responsibility of landowner(s).

## Section VIII: Notice and Implementation

The Selectboard shall make reasonable effort to ensure that the public is notified of the existence of the ordinance for street naming and street numbering.

The Town shall ensure through cooperative effort with the post office that each property owner be notified of this ordinance.

## Section IX: Severability

If any portion of this ordinance and amendment is held unconstitutional or invalid by a court of competent jurisdiction the remainder of the ordinance and amendment shall not be affected.

Adopted May 20, 1996

Revised & Adopted August 1, 2022

Signed this 1<sup>st</sup> day of August, 2022

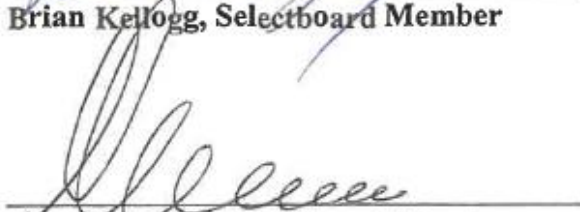
Selectboard for the Town of Morristown

  
Bob Beeman, Selectboard Chair

  
Judy Bickford, Selectboard Vice Chair

  
Brian Kellogg, Selectboard Member

  
Jessica Graham, Selectboard Member

  
Don McDowell, Selectboard Member

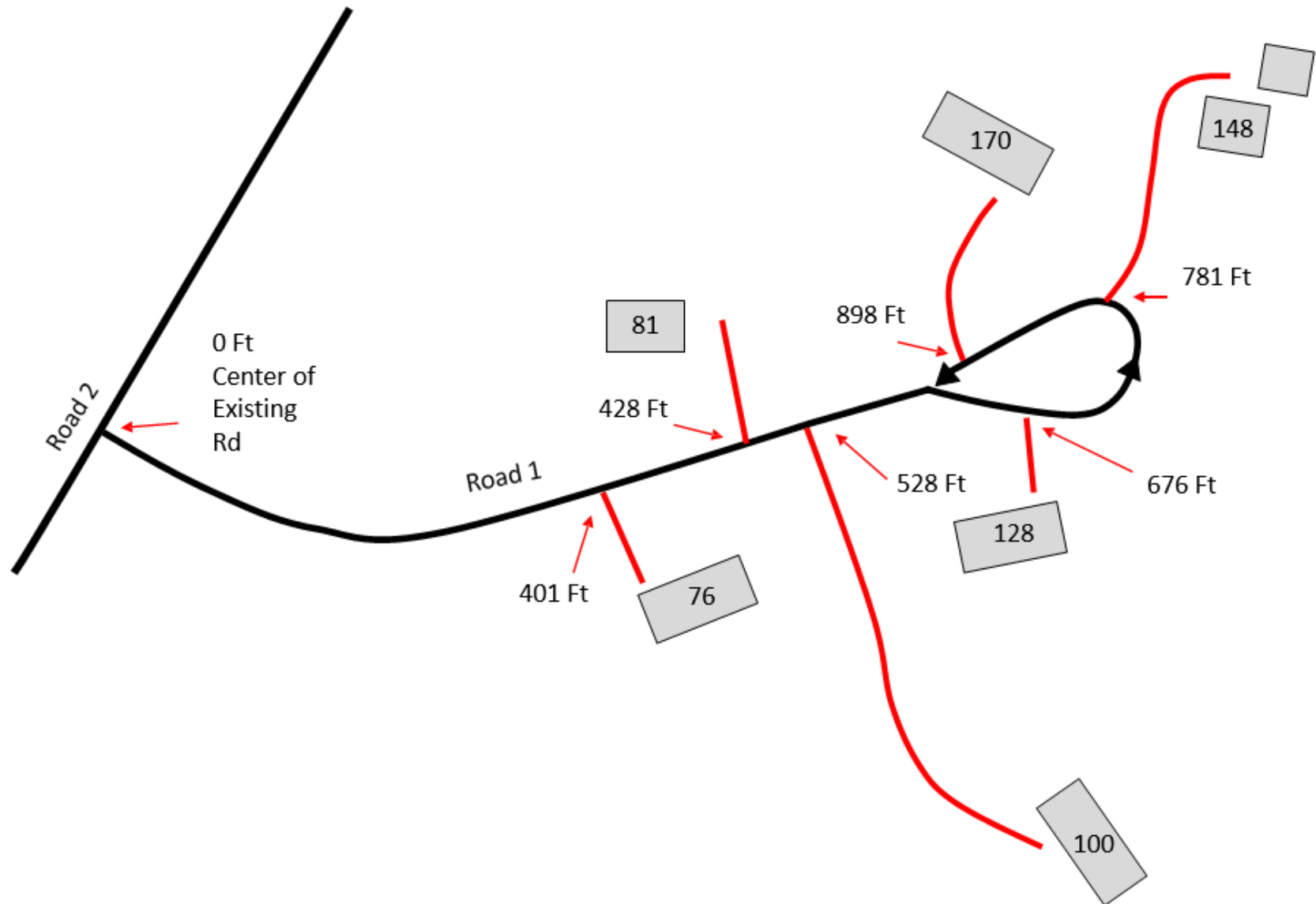
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# **Appendix F**

## **Numbering Examples**

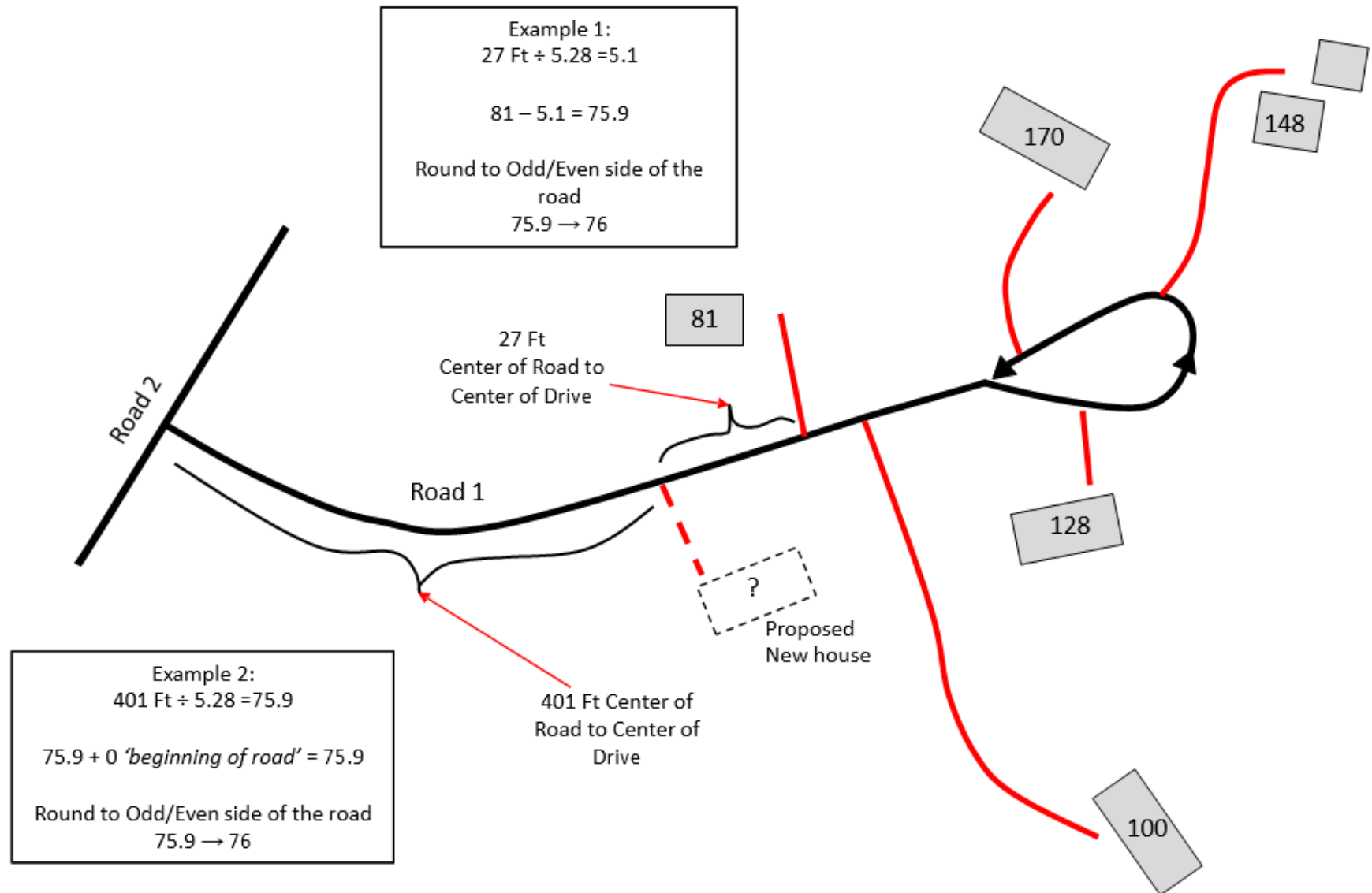
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## Numbering a New Road



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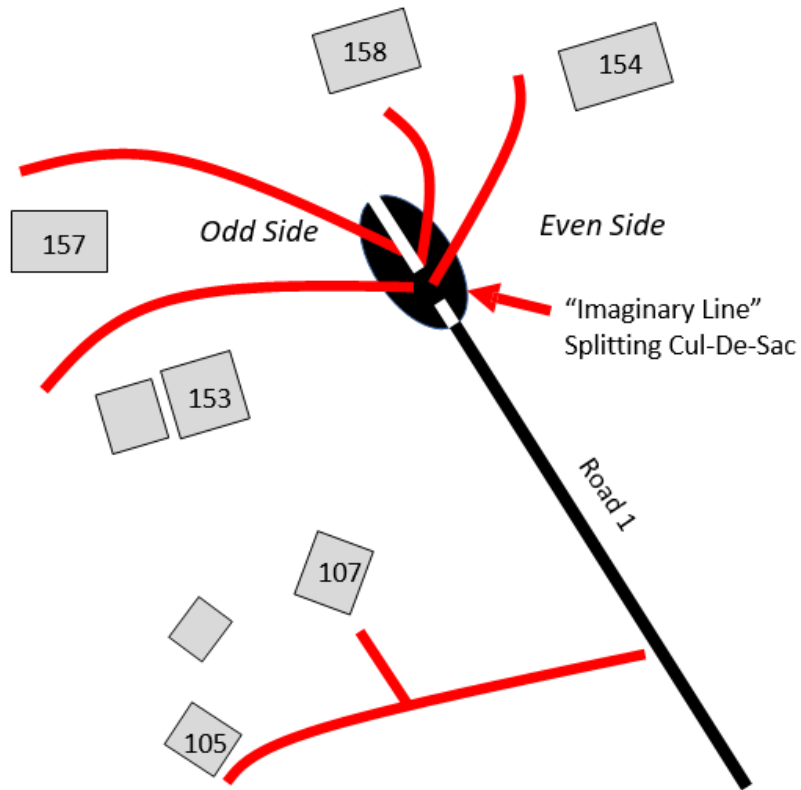
## Numbering a New House



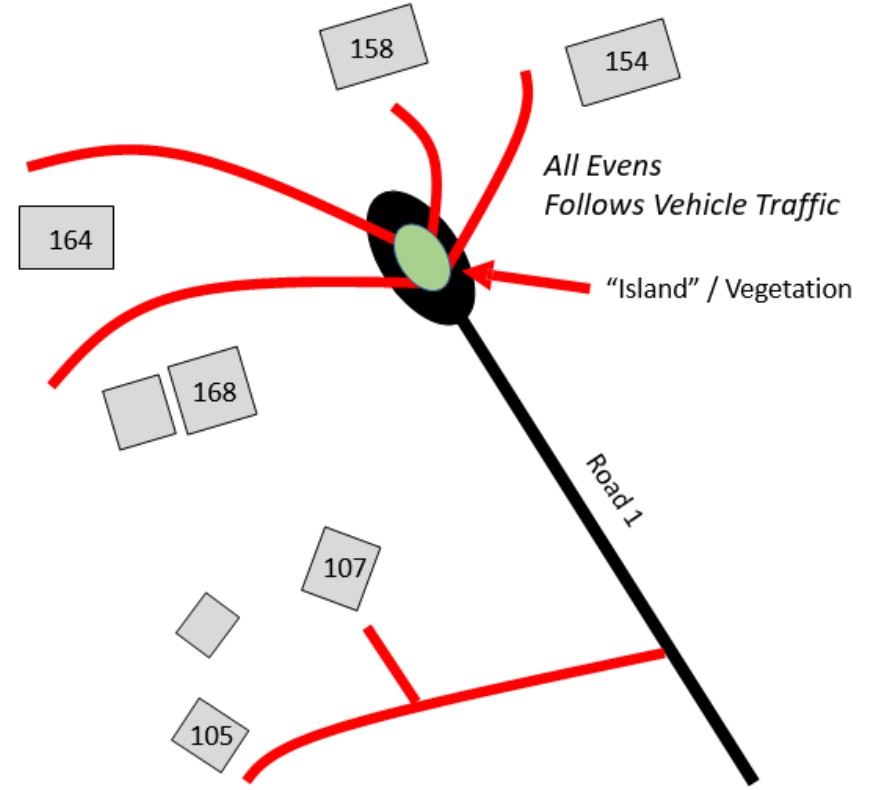
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## Numbering Cul-De-Sacs

**Valid Option 1**

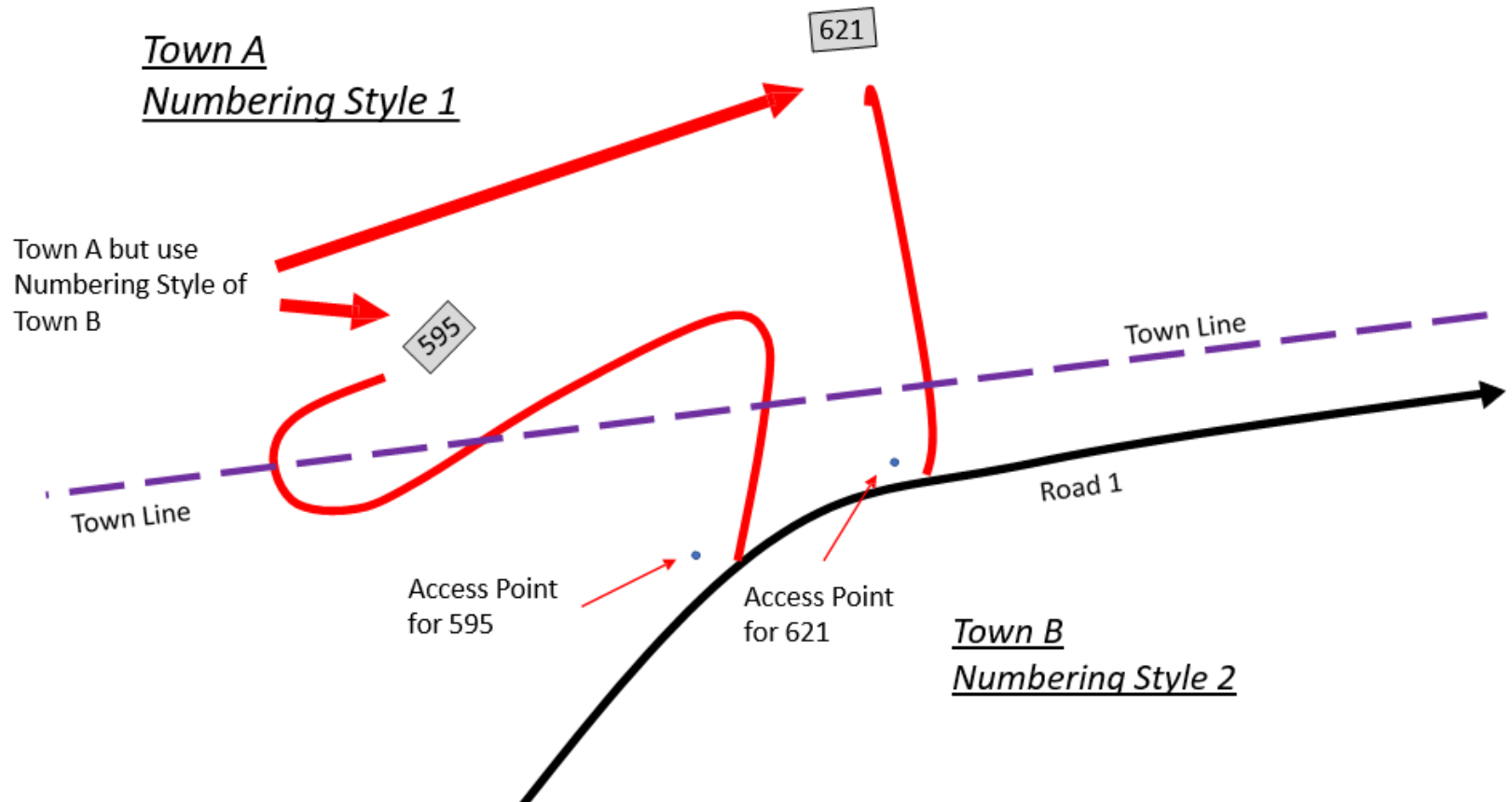


**Valid Option 2**



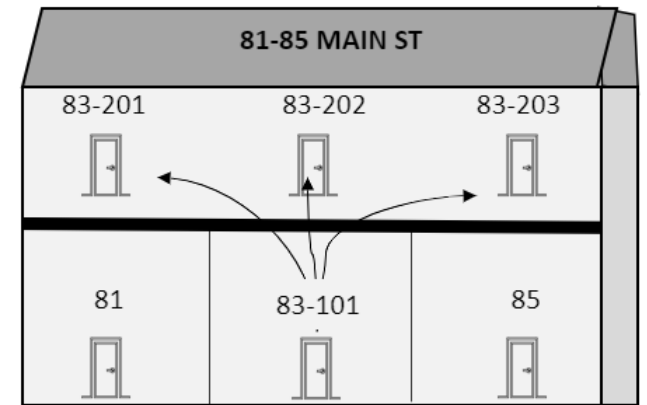
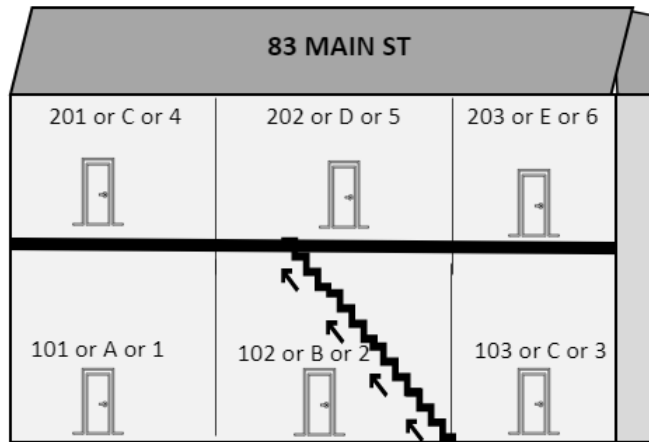
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## Numbering Via Access

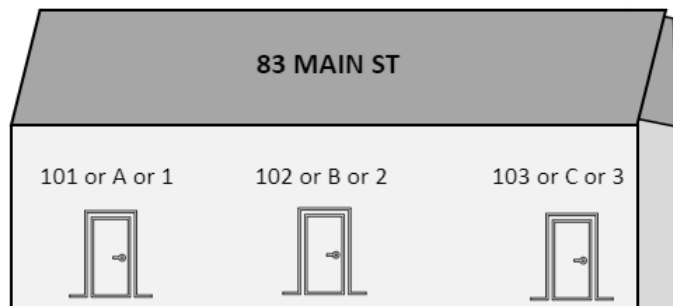


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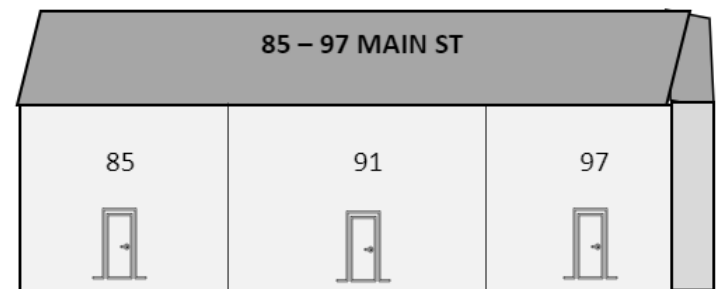
## Multi-Use or Multi-Dwelling Numbering



“Rural Style” or Singular Road Access

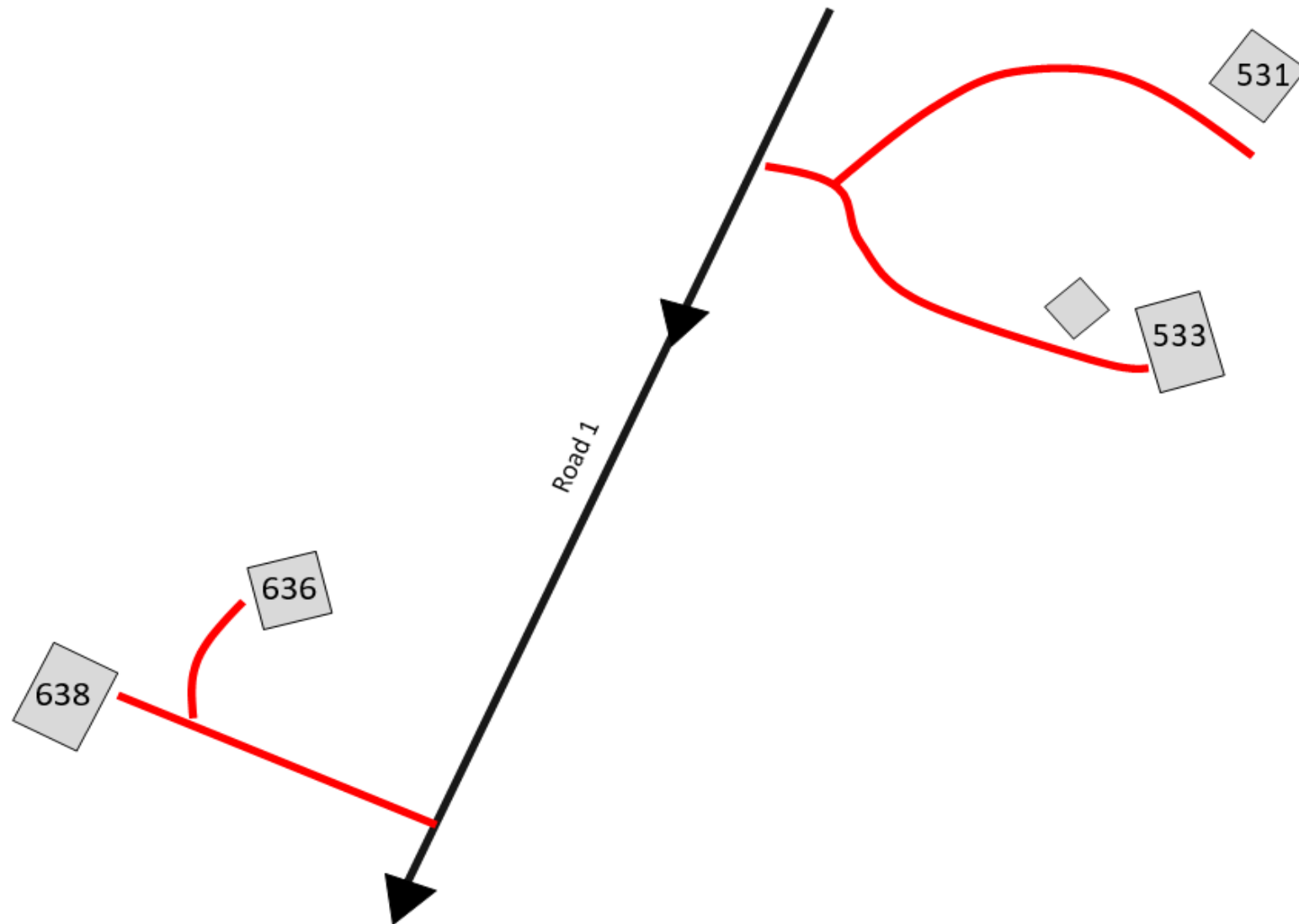


“City-Style” or Direct Road Frontage Per Door



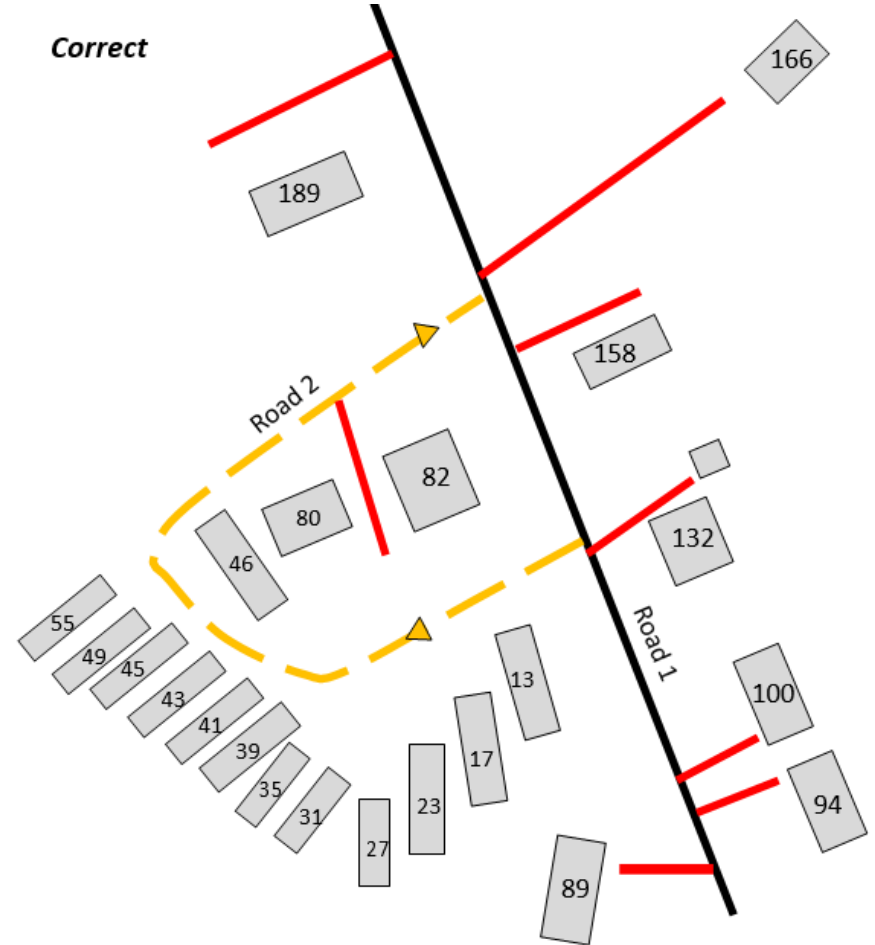
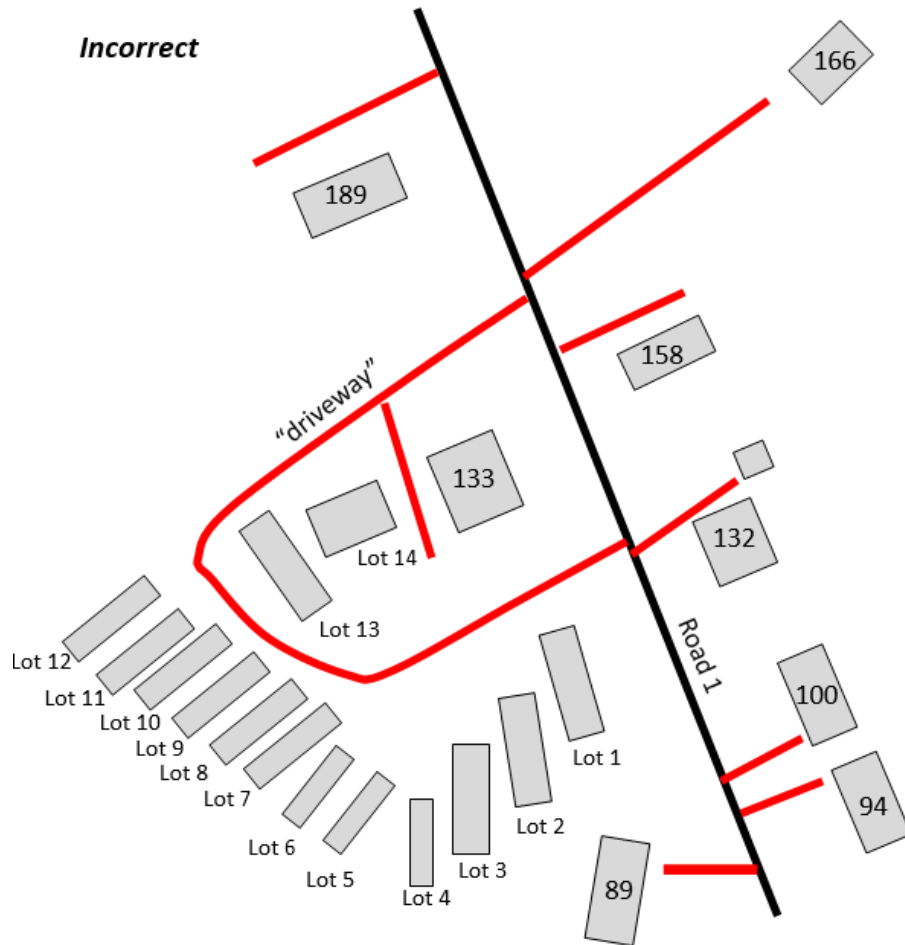
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## Shared Driveway with Two Homes



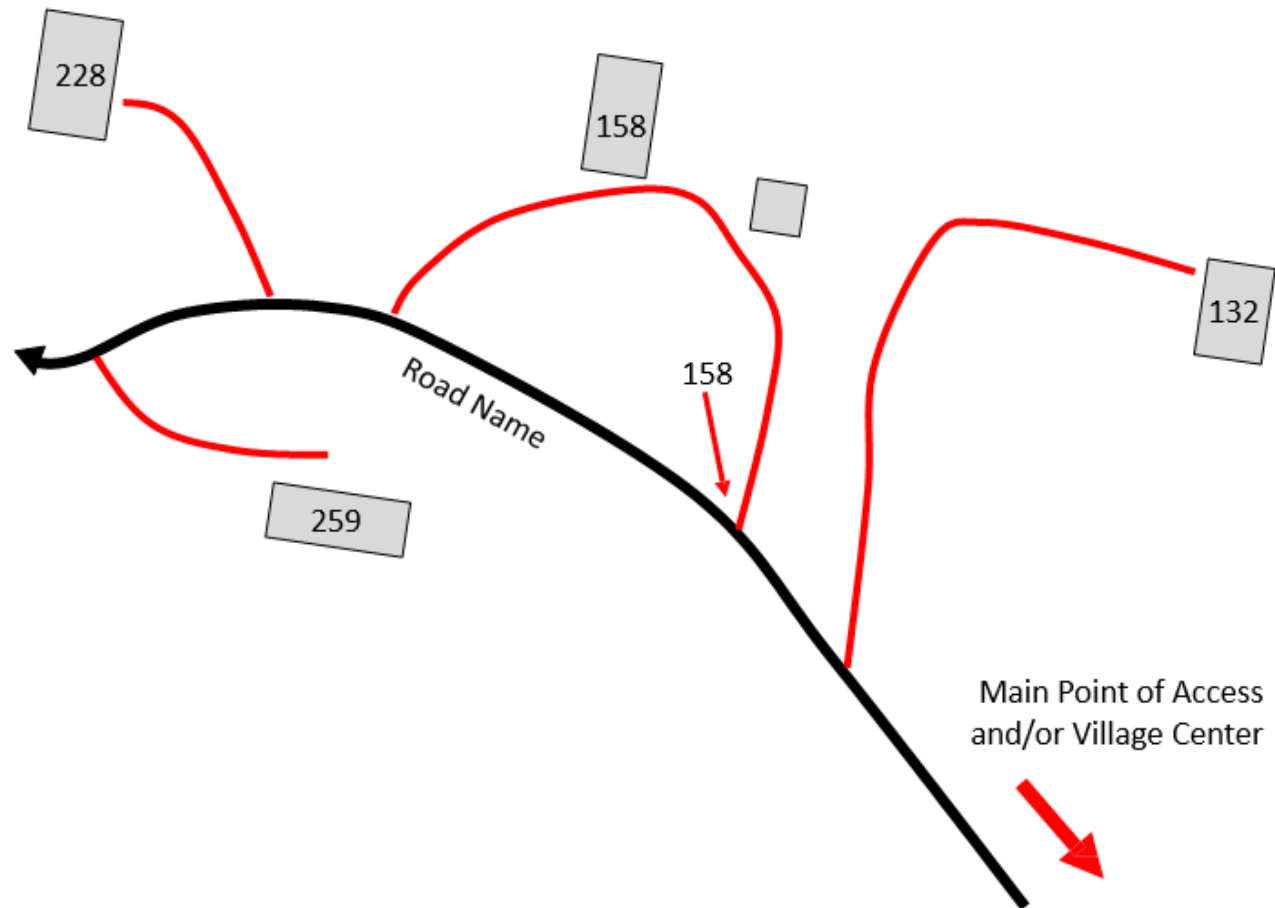
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## Numbering Mobile Home Parks and Campgrounds



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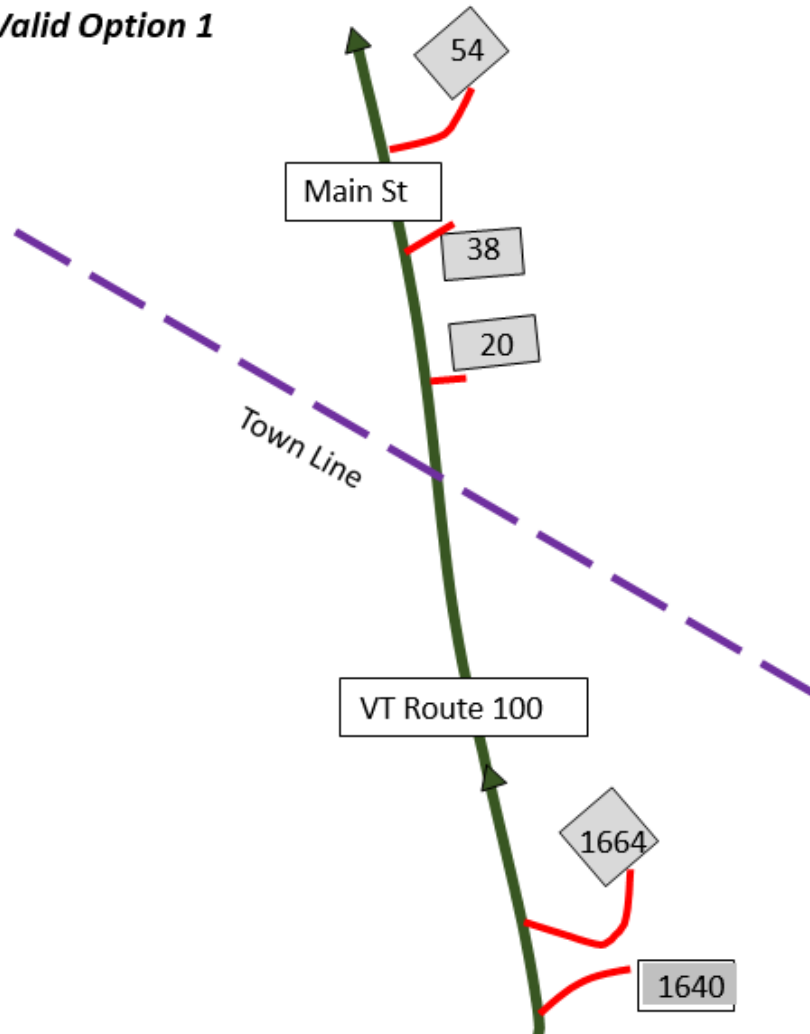
## Dealing with Looped Driveways



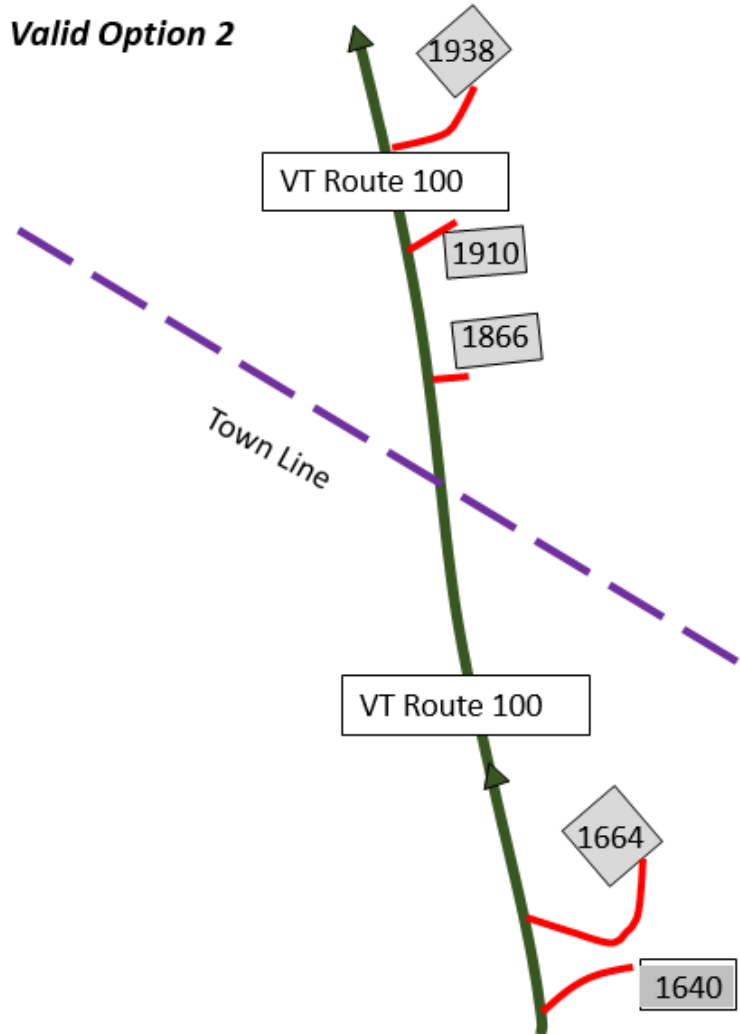
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## Numbering Roads Through Towns

**Valid Option 1**



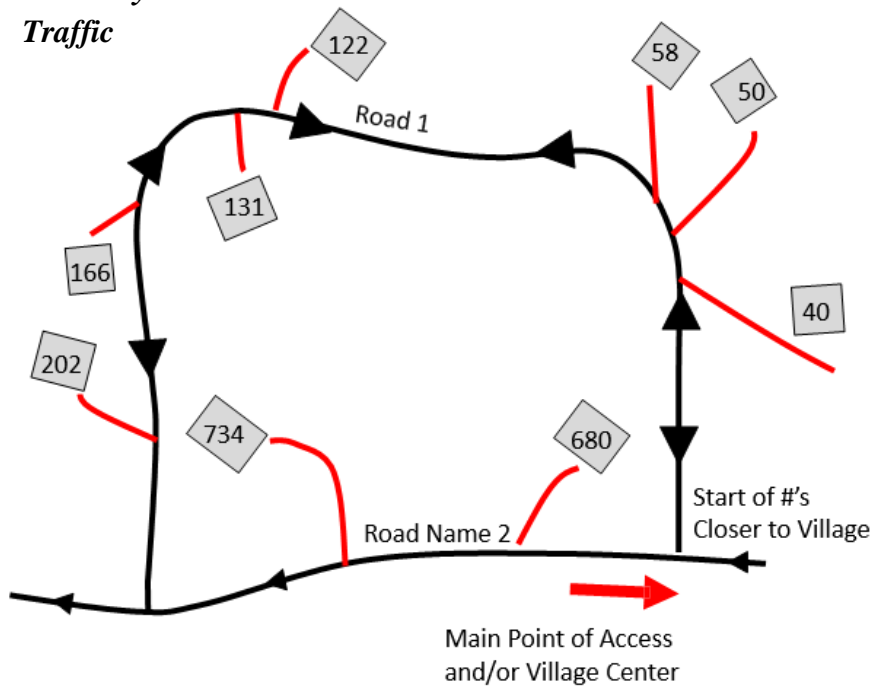
**Valid Option 2**



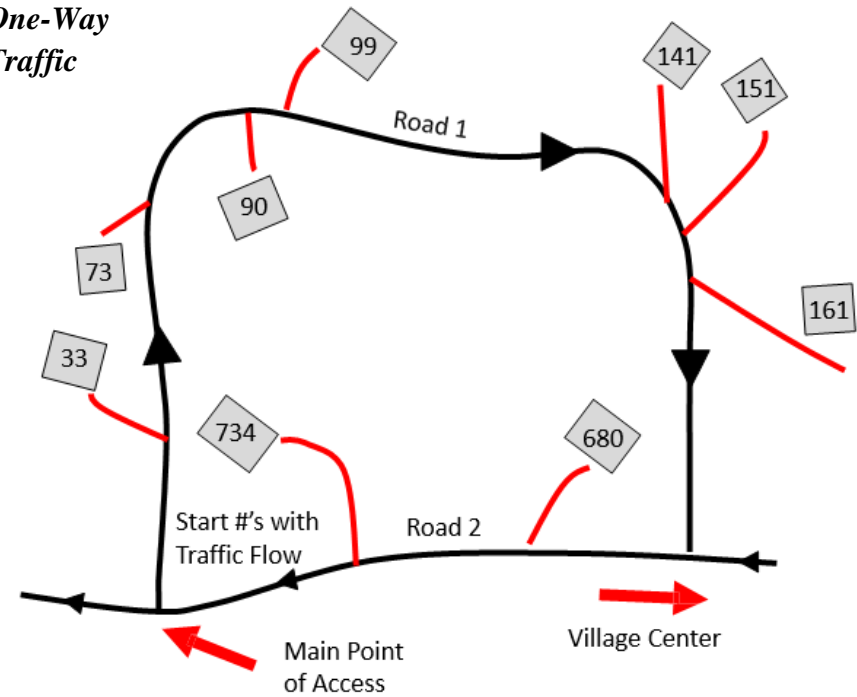
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## Where to Start Numbering

*Two-Way  
Traffic*

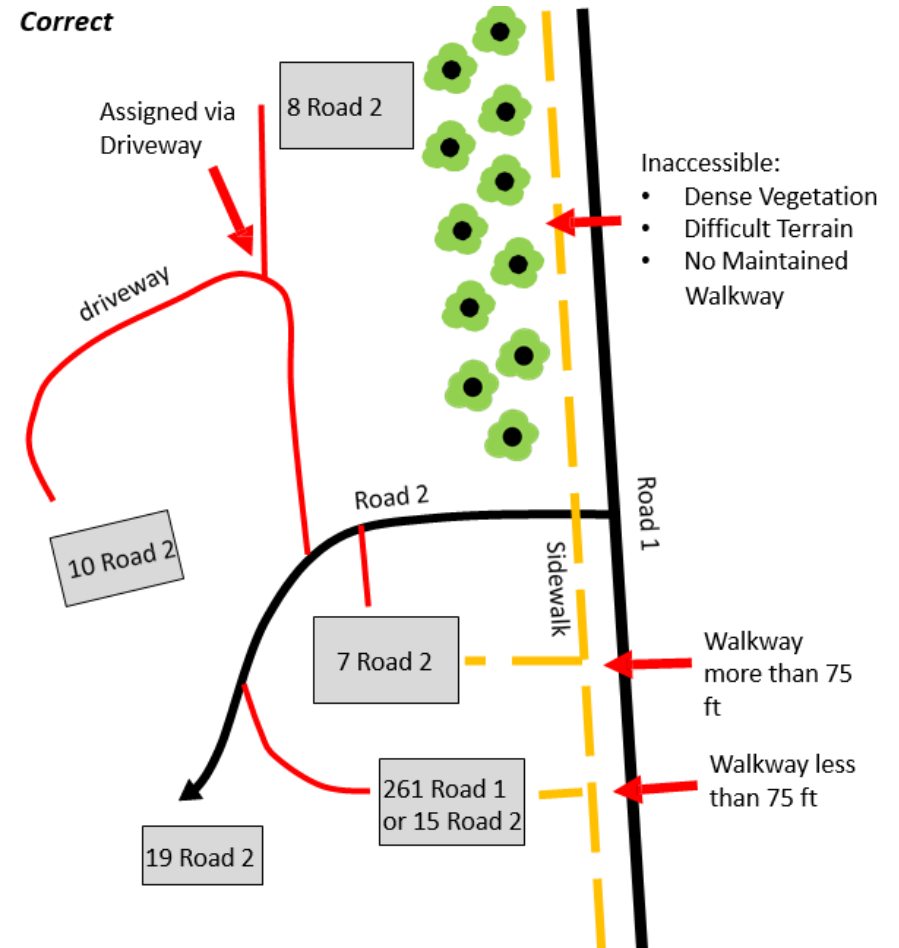
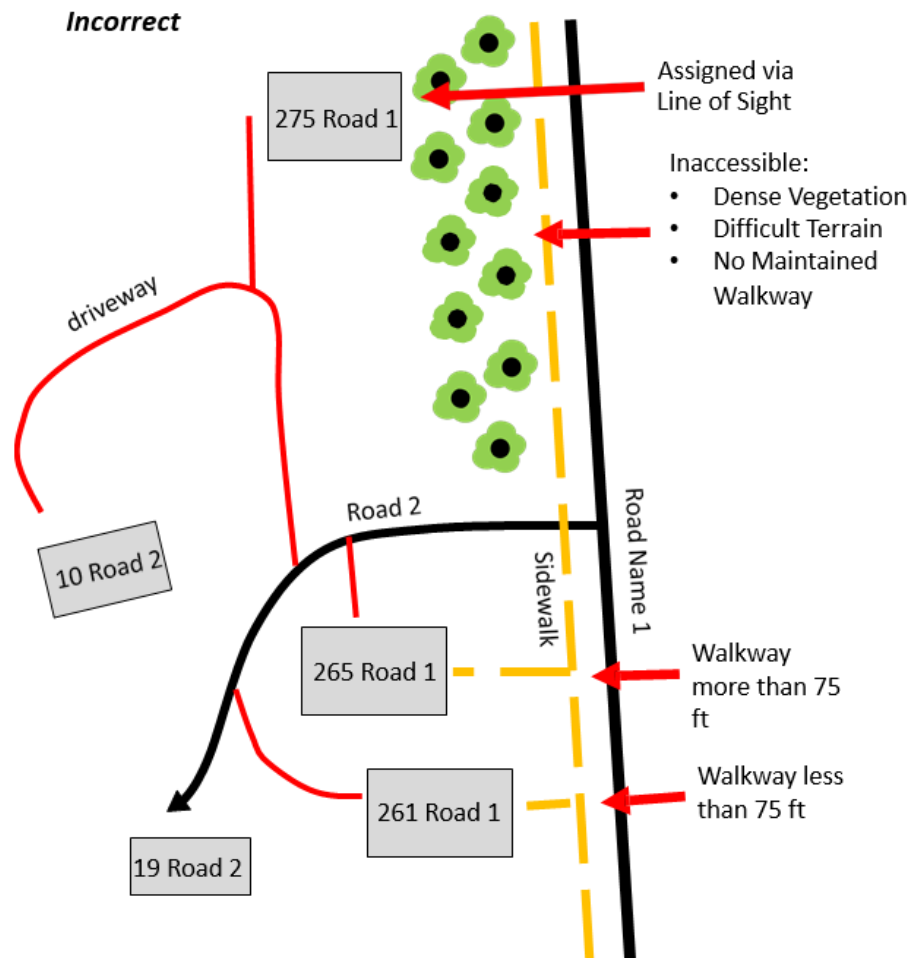


*One-Way  
Traffic*



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## Corner Lot Addressing

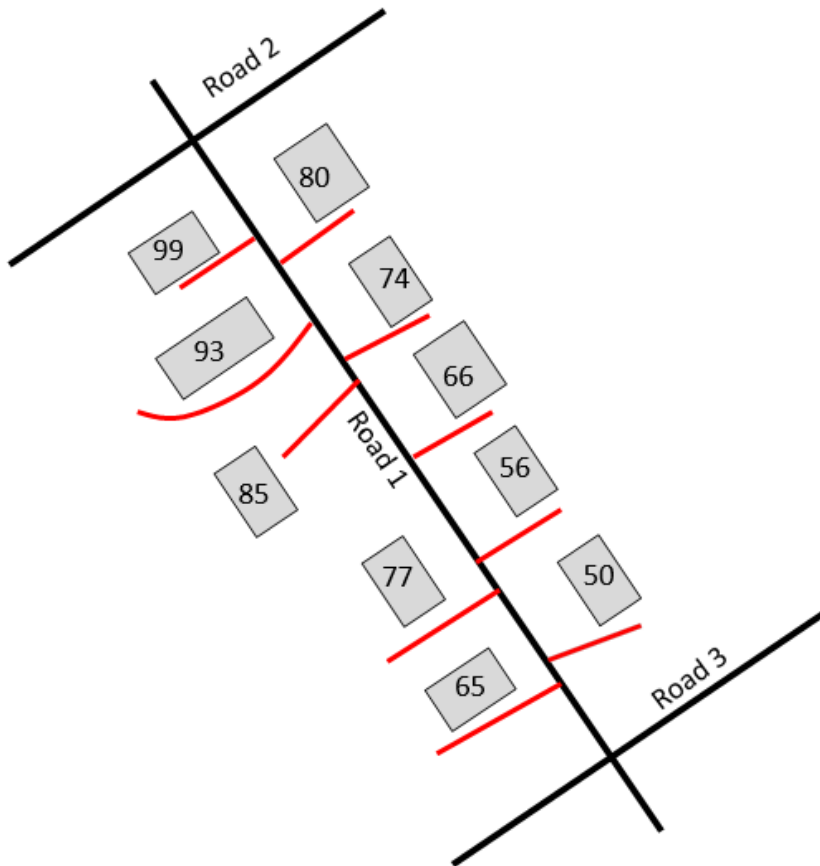


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## Unsustainable Addressing – Page 1

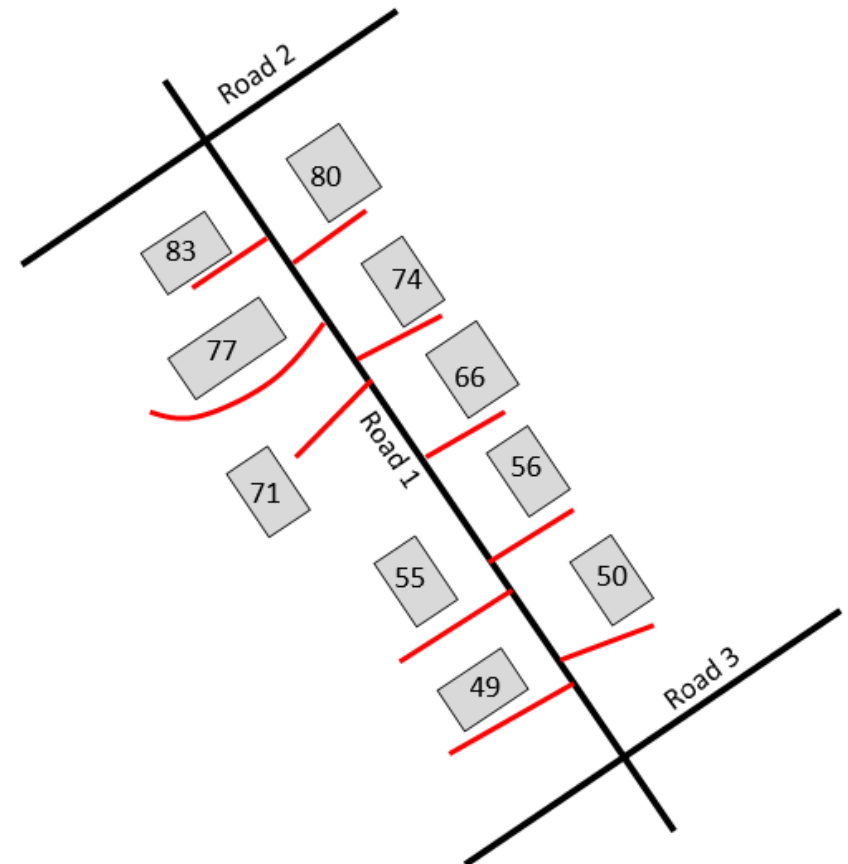
***Incorrect:***

***Sequenced on individual side***



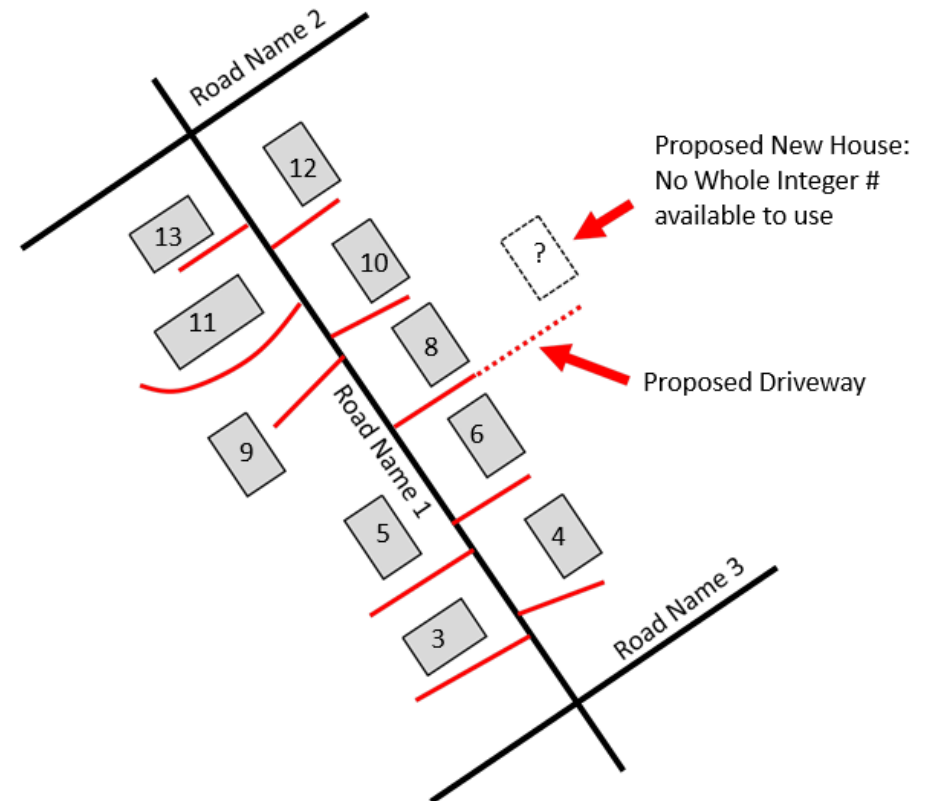
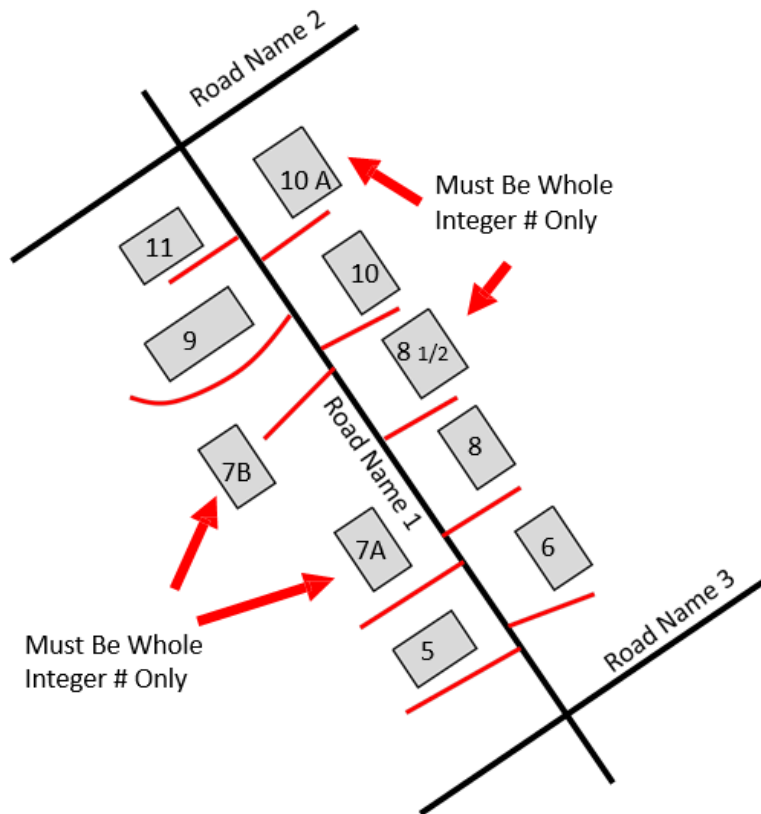
***Correct:***

***Sequenced as Whole Road***



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## Unsustainable Addressing – Page 2

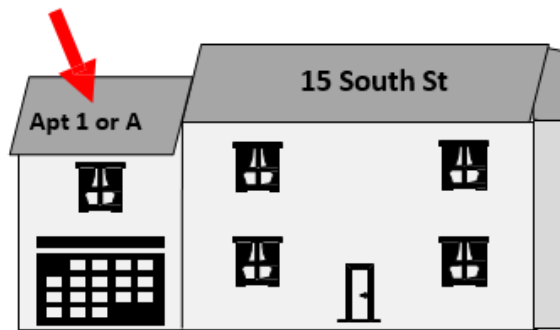


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## Accessory Dwelling Unit (ADU) or “Secondary Locatable Structure”

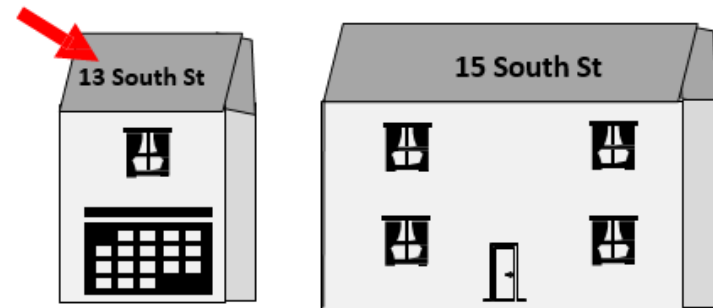
### *Attached to Main House*

New Apt Above Garage  
15 South St Apt 1 or A



### *Detached from Main House*

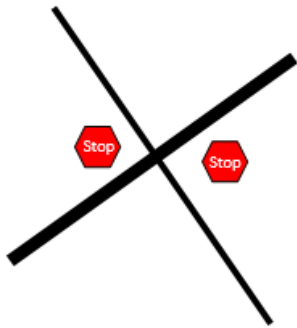
New Apt Above Garage  
Unique Whole Integer #



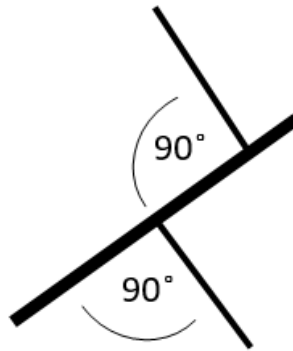
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## Substantial Intersections

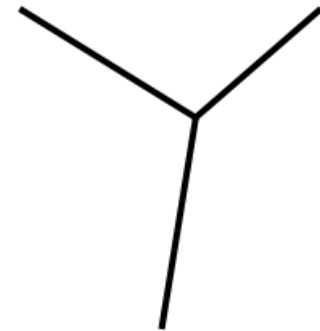
*1 or More Stop/Yield Signs at any Angle*



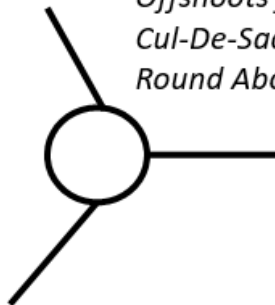
*T – intersections : typically, with two different Speed Limits and often different Road Class*



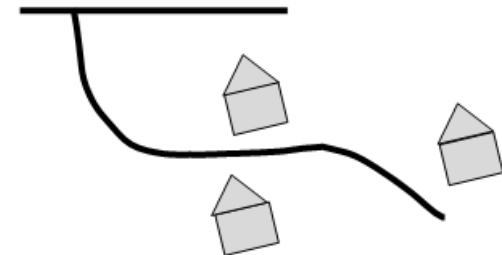
*Y- Intersection: 3+ convergence of roads with one angle being less than 90 °*



*Offshoots from a Cul-De-Sac or Round About*



*Shared Right of Way (ROW) of 3 or More Houses*



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## What Warrants an Address

### ***Places of Domicile:***

- Houses
- Apartments
- Rentals
- Cabins/Seasonal Homes
- RV/Campsite Locations



### ***Infrastructure:***

- Contains Phone or Data Lines
- Cell Towers
- Substations
- Solar Fields
- Dams
- Water Towers/Turbines



### ***Places of Work:***

- Office/Retail locations
- Farmstands
- Sugarhouses
- Workshops
- Livestock Housing
- Gravel Pits/Quarries



### ***Places of Visitation:***

- Beaches
- Cemeteries
- Park and Rides
- Boat Launches
- Trailheads
- Parks/Sporting Fields



***\*Lots/Parcels require defined access or plans to develop before assigning a number\****

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# **Appendix G**

## **Terms & Definitions**

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## **Terms & Definitions – September 2022**

**911 System** – The set of networks, software applications, databases, components and operations & management procedures required to provide 911 service. This may include commercial, governmental, and human resources.

**Addressing Systems** – There are several different types of addresses noted in this document:

- **Civic Address** – Any city-style address that includes a house number and a street name is considered a Civic Address. Civic Addresses include a community name that may or may not be recognized by the United States Postal Service (USPS) or be MSAG valid. Civic Addresses may be used as Postal Address if recognized by the USPS. Civic Addresses may be used as MSAG addresses if they are an exact match to the MSAG address. A rural route delivery address or FPO or APO address is not considered a Civic Address.
- **Postal Address** – Address recognized and used by the USPS for delivery of mail. A Postal Address is frequently not a valid address for 911 purposes.
- **Sub-Address** – A component of a Civic Address that provides differentiation between features having a common street name and address number. For example: apartment, suite, or lot number.
- **Grandfathered Addressing** – This is an addressing scheme that was approved by the Board on initial Enhanced 911 implementation, but does not follow the recommended 5.28 foot addressing scheme. For example, a grandfathered addressing system may calculate addresses at 50 feet or 100 feet per address.

**Dispatchable Location** – Consists of the civic location, plus additional information such as suite, apartment, or similar information to adequately identify the location of a potential 911 caller.

**Emergency Service Number (ESN)** – A 3-5-digit number that represents one or more ESZs (Emergency Service Zone).

**Emergency Service Zone (ESZ)** – A geographical area that represents a unique combination of emergency service agencies (e.g., Law Enforcement, Fire and Emergency Medical Service (EMS)) that is within a municipality. An ESZ is represented by an Emergency Service Number (ESN) to identify the ESZ.

**Geographic Information Systems (GIS)** – A system for capturing, storing, displaying, analyzing, and managing data and associated attributes which are spatially referenced.

**Public Safety Answering Point (PSAP)** – An emergency communications center capable of processing 911 calls.

**Wi-Fi®** – A wireless networking technology that uses radio waves to provide wireless high-speed internet and network connections.

**Wi-Fi Calling** – A service used by many originating service providers that delivers voice over Wi-Fi.